You/Com Audiocommunicatie b.v.
Motorenweg 5-k
2623CR Delft
tel: +31 15 262 59 55
fax: +31 15 257 15 95
e-mail: sales@youcom.nl
URL : www.youcom.nl

ReporterMate

Software version 1.12

published July 9, 2002

© Copyright 1999

No part of this publication may be reproduced and/or made public by means of printing, photocopying, microfilm or any other way without a prior written permission from You/Com (www.youcom.nl).

Contents

This user manual describes the features of the You/Com ReporterMate.

The first two chapters provide the basic information needed in order to understand the chapters which follow. Different tasks that can be performed by the ReporterMate are explained in a logical order: recording - editing - playback - establishing connections - transferring audio.

Every chapter ends with some practical tips to assist you if the ReporterMate does not execute the desired command.

1 FEATURES OF THE REPORTERMATE 6
- 1.1 ReporterMate MTR/64 6
- 1.2 The structure of this manual 6
- 1.3 Additional data 6

2 THE EXTERIOR 9
- 2.1 The top side 9
- 2.2 The front side 10
- 2.3 The rear side 11
- 2.4 Working with the menu in the LCD display 12
- 2.5 Working with PCMCIA cards 14
- 2.6 Power supply 16
- 2.7 Accessories 18

3 RECORDING 19
- 3.1 Preparations for a recording 19
- 3.2 Recording 21
- 3.3 Placing markers during recording 22
- 3.4 To temporarily interrupt (PAUSE) and to resume recording 22
- 3.5 To stop recording 23
- 3.6 To listen to the recording 23
- 3.7 Record voice-over 23
- 3.8 Recording a telephone conversation 24
- 3.9 PROBLEMS AND THEIR LIKELY CAUSES 25

4 EDITING 27
- 4.1 Definitions 27
- 4.2 The basics of editing 29
- 4.3 Markers 32
- 4.4 Ways to find a piece of audio 34
- 4.5 How to edit 35
- 4.6 Saving edited audio 36
- 4.7 How to resize a specific TAKE (Topping & Tailing) 38
- 4.8 Deleting edited audio 40
- 4.9 PLAYLIST compilation 41
- 4.10 Creating recording space 46
- 4.11 PROBLEMS AND THEIR LIKELY CAUSES 47

© 1999 - Reportermate

5 ESTABLISHING CONNECTIONS 49
5.1 ISDN ‘live’ connection 49
5.2 Live via PSTN 52
5.3 Telephone connection via ISDN 56
5.4 Incomming call (on ISDN) 58
5.5 To send audio files (FTP or network) 61
5.6 PC connection (DATA) 64
5.7 PROBLEMS AND THEIR LIKELY CAUSES 65

6 TRANSFERRING AUDIO TO THE STUDIO 67
6.1 Return signal 67
6.2 Speaking 67
6.3 To transfer raw audio 68
6.4 To transfer TAKES 69
6.5 PLAYLIST playback (with/without LIVE fragments) 70
6.6 Automatic contribution of the PLAYLIST 70
6.7 Speaking ‘live’ and audio playback with Voice-Over 71
6.8 Transcoding with Voice-Over 73
6.9 Record Voice-Over 73
6.10 PROBLEMS AND THEIR LIKELY CAUSES 75

7 MENU 77
7.1 Working with the menu 77
7.2 Quick settings (QSET) 78
7.3 AUDIO INPUTS menu 80
7.4 AUDIO SETTINGS menu 80
7.5 PC-CARDS menu 81
7.6 COMMUNICATION menu 82
7.7 MISCELLANEOUS menu 82
7.8 Maintenance mode 84
7.9 Complete menu structure 85
7.10 Key combinations 90
7.11 Profiles 91

8 ANNEX 1: THE MANAGER SOFTWARE TOOL 93

9 ANNEX 2: REPORTERMATE DOWNLOADER 103

10 INDEX 106

1 Features of the ReporterMate

1.1 ReporterMate MTR/64

ReporterMate: the buddy of the reporter. You can record and edit audio, establish various kinds of connections (including ISDN and telephone) and transfer audio. During editing playback you can speak over the recorded audio (Voice-Over).

What makes the ReporterMate special is its ability to record audio in MPEG format and edit it without using tape. Hence it is also called MPEG Tapeless Recorder, or in short, MTR.

1.2 The structure of this manual

This manual focuses on the practical use of the ReporterMate. All functions of the ReporterMate will be described in a logical order:

- A global exploration of the ReporterMate: which keys, faders and connectors are there? How do you use the ReporterMate?
- Recording: what needs to be done in order to record audio?
- Editing: how do you edit recorded audio?
- connections: how do you establish a connection? The different options.
- Forwarding audio to the studio: when connected, how do you transfer the audio? Many options are available: live, recorded or a combination (Voice-Over).
- The menu: which settings can you alter? What is the purpose of the different options?

1.3 Additional data

In addition to this book, a Quick Reference Guide accompanies the ReporterMate. On this folded card, the most important functions can be found.

Sealed to the bottom of the ReporterMate an even quicker reminder can be found.

© 1999 - Reportermate

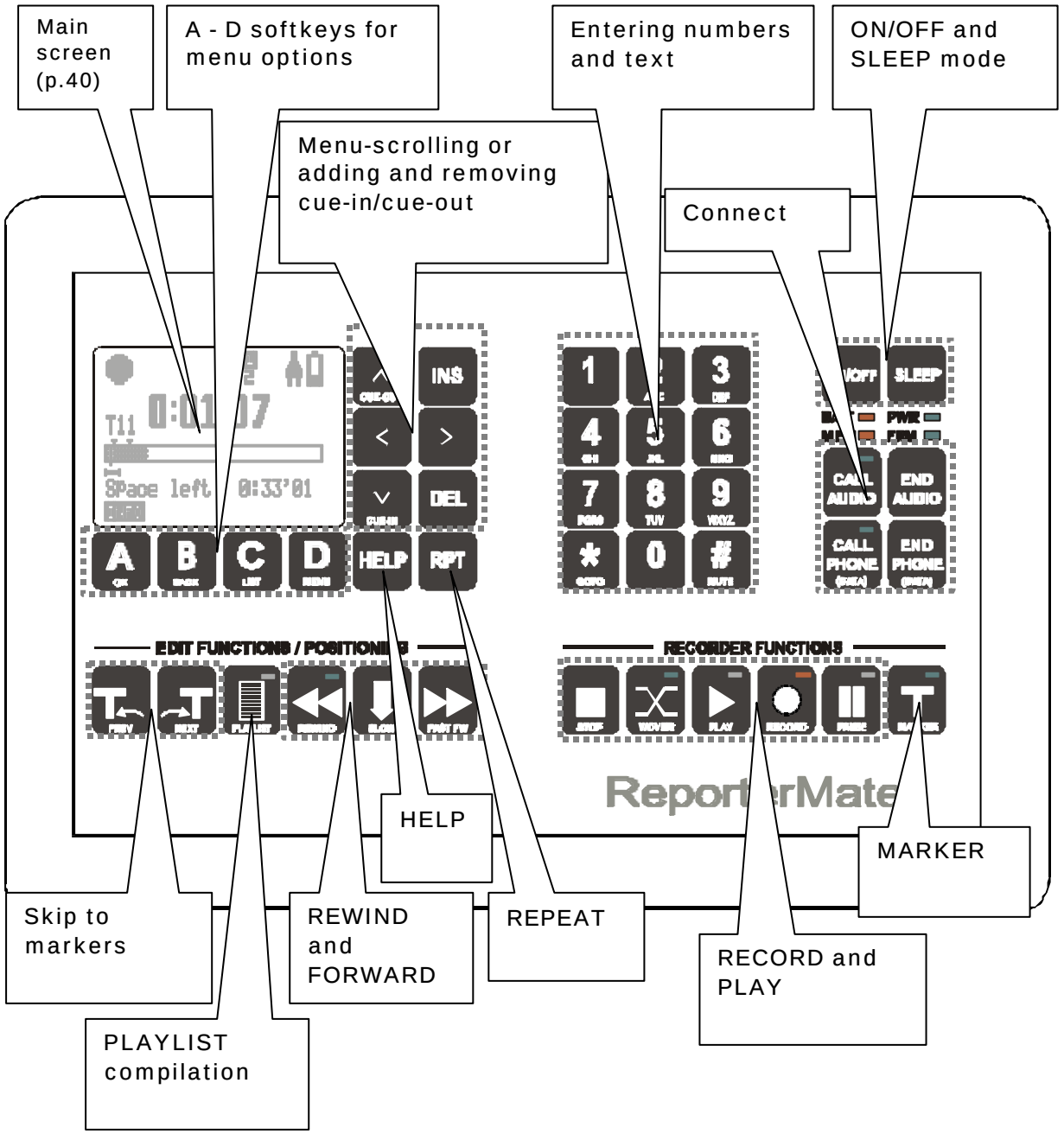
© 1999 - Reportermate

2 The exterior

2.1 The top side

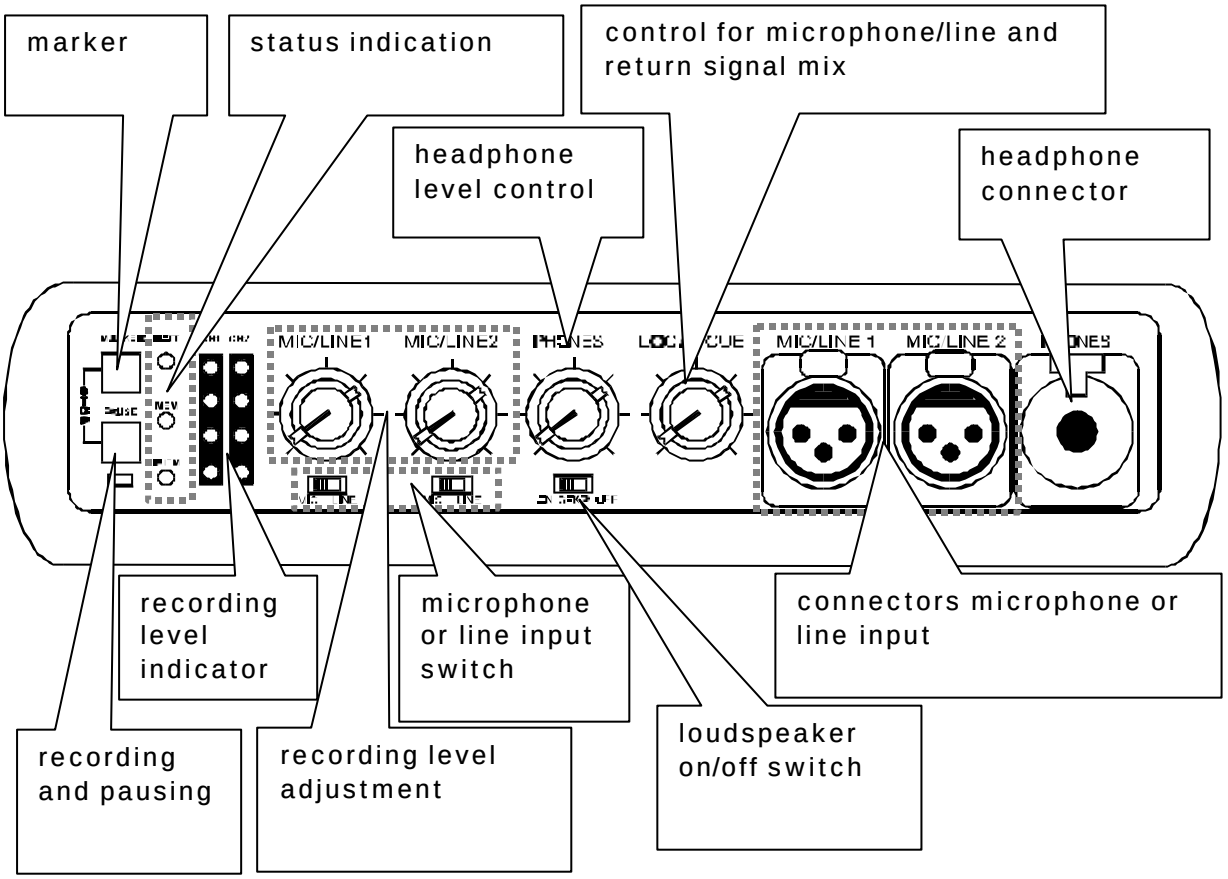
On the topside of the ReporterMate are a display, some control LEDs, and select keys, some of which have LEDs.

The select keys are briefly described in the illustration below. Details will be discussed at a later stage in this manual.



2.2 The front side

The front side of the ReporterMate contains microphone and headphone connectors, level indicators, controls and switches. If the ReporterMate is in a carrying bag, the front side can still be operated for recording and playback.



© 1999 - Reportermate

Input

There are two microphone inputs or a source of audio on line level.

The recording level can be adjusted by turning the fader MIC/LINE1 or 2 on the front side of the ReporterMate. The green and yellow LED's should be lit, but the red LED indicates a too high recording level.

When connecting the microphone, the switch under the volume control must be set to 'MIC'. If connecting another audio source (for example a DAT-recorder), the switch must be set to 'LINE'.

Output

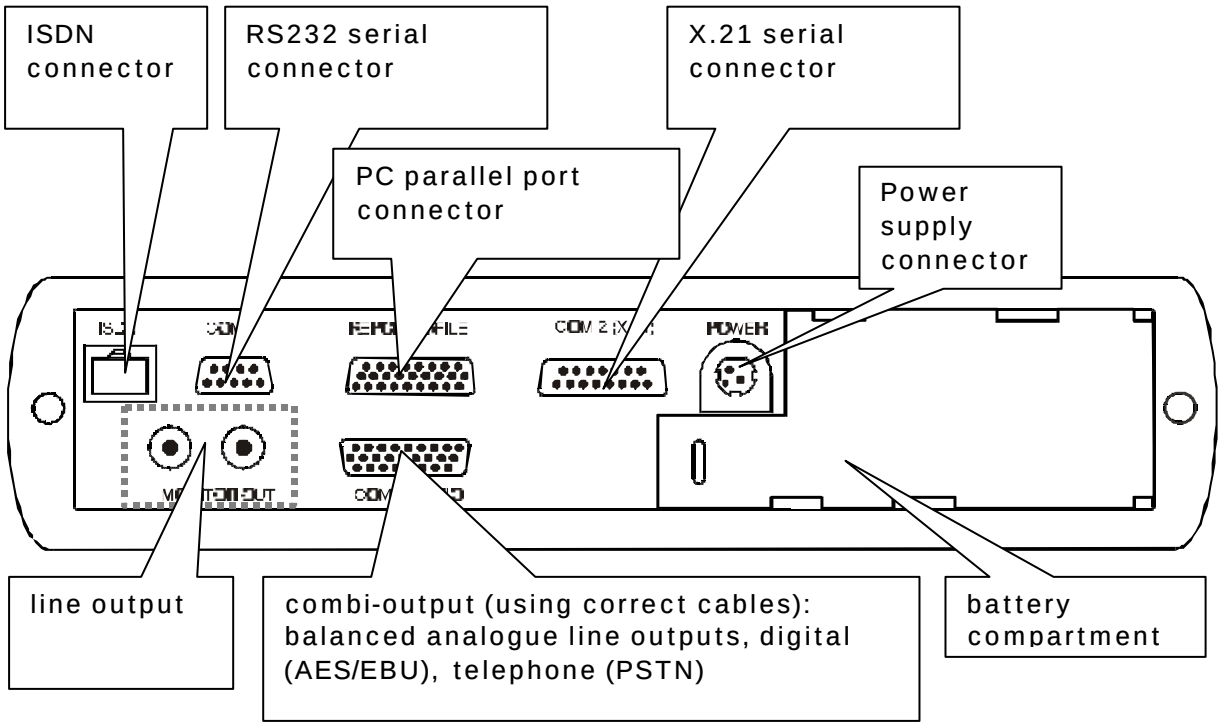
There is a connector for the headphone. On the headphone you can hear what you record, edit and broadcast, as well as the return signal from the studio during broadcast.

With the 'LOCAL/CUE' control, the level of the return signal from the studio can be adjusted in relation to your own output signal.

Under the volume control of the headphone (PHONE) is a switch with which the built-in loudspeaker can be switched on or off.

2.3 The rear side

On the rear side of the ReporterMate are the audio-outputs, connectors for ISDN-telephone- and PC , and the lid of the battery compartment.



Cables:

ISDN cable (standard)

Car battery cable

Combi-audio cable (left and right XLR output)

Combi-AES/EBU cable (digital in- and output)

X.21 (COM2) cable

PSTN adapter cable

Other accessories

90-230V power adapter (standard)

Set rechargeable NiMH batteries (standard)

Memory card (such as the 48MB flashcard)

Communication card (GSM, modem)

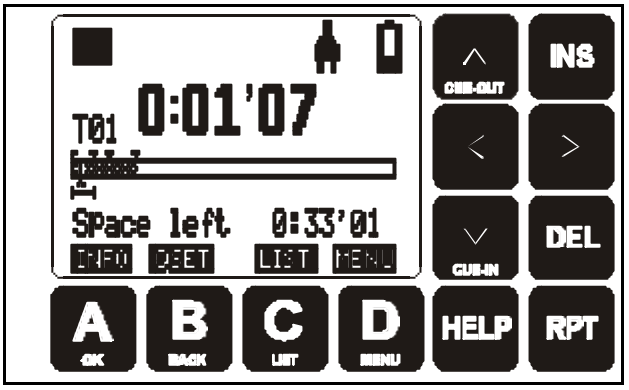
External battery holder (for alkaline D-cells)

See page 18 for a complete overview of the accessories.

2.4 Working with the menu in the LCD display

Softkeys

Below the display are four select keys A to D. These are the so-called softkeys: the definition of these keys changes according to the text in the display.



On the bottom row of the display, text will appear in alignment with the softkeys, except when an extensive menu uses up this space. Then the texts OK, BACK, LIST and MENU on the keys themselves become valid.

A softkey without aligned text in the display has no function at that moment.

The combination of cursor and softkeys allows one to go through the menu and alter settings. Each selection allows one to go to a different section in the menu structure. This usually also changes the definition of the keys. Check the display after every new key select.

© 1999 - Reportermate

List with possible options

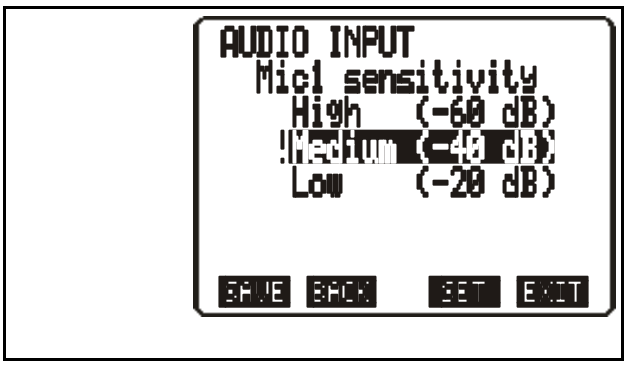
When the list with options appears in the display, use the '∧' or '∨' key to go to the desired choice. Confirm the choice by selecting the keys with the aligned text 'OK' or 'SET'.

The menu is constructed in a tree-like manner. For example, if you select the menu 'AUDIO INPUT', then the options from the audio input menu will appear.

The line 'AUDIO INPUT' appears at the top, but the options are listed with an indented space to show where you are in the menu.

If you now select 'Mic1 sensitivity', for example, the relevant options will appear.

These options are placed slightly more to the right so that you can clearly trace your path in the menu.

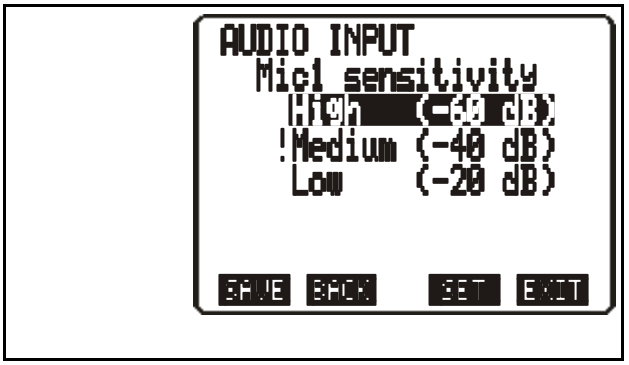


Altering the settings via the menu

Via the menu you can alter settings, such as switching the Phantom Power on or off for condenser microphones.

When you are required to make a choice, an '!' sign will indicate which option is enabled at that moment.

Use the '∧' or '∨' key to go to the desired option, try the new setting with [C=SET] and than confirm by selecting [A=SAVE].



The manner in which this manual is written

In this manual the menu options which you can choose with the softkeys are shown in square brackets: the softkey letters A to D are followed by the different commands with which each letter is identified.

Example:

- [D=MENU] This means: select ‘D’ to enter the ‘MENU’.

When you first have to make a choice:

- Audio [A=OK] This means: use the ‘∧’ or ‘∨’ key to go to ‘AUDIO’, then select ‘A’ to confirm.

2.5 Working with PCMCIA cards

On the right side of the ReporterMate there are two PCMCIA slots for inserting the PCMCIA cards.

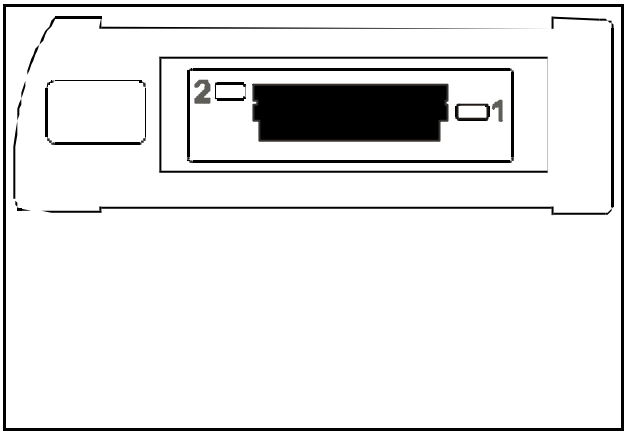
There are many PCMCIA cards, including (ISDN) modem cards, network cards, hard disks and memory cards (flashcards). These are being used more and more often in PC's, laptops and digital cameras.

In the ReporterMate, a PCMCIA card is used to store audio. This is comparable to the use of a hard disk or diskettes. One difference between the PCMCIA hard disk and flashcards is that a flashcard does not have any moving parts. This means no noise, no wear and tear, and it is non-sensitive to thrust.

The lower slot is slot number 1, and is reserved for the recording medium (flashcard or hard disk) only.

NOTE: insert the card bottom side up into slot 1 with the factory label facing down.

The upper slot is slot number 2. This is reserved for a communication card (e.g. modem card).



© 1999 - Reportermate

A brand new flashcard needs to be initialized first, in accordance with one of the following MPEG formats:

24 kHz, mono, 64 kbit/s	Bandwidth 1x10.5kHz, 48MB ≈ 100 min.
48 kHz, mono, 192 kbit/s	Bandwidth 1x20kHz, 48MB ≈ 30 min.
48 kHz, joint stereo, 128 kbit/s	Bandwidth 2x20kHz, 48MB ≈ 50 min.
48 kHz, stereo, 256 kbit/s	Bandwidth 2x20kHz, 48MB ≈ 20 min.
48 kHz, mono, 64 kbit/s	Bandwidth 1x8.5kHz, 48MB ≈ 100 min.
48 kHz, mono, 128 kbit/s	Bandwidth 1x20kHz, 48MB ≈ 50 min.
48 kHz, stereo, 384 kbit/s	Bandwidth 2x20kHz, 48MB ≈ 15 min.

The ReporterMate will give an indication if the card needs to be initialized, and you will be required to select from the formats above. It is sensible to select a format that is compatible with the ISDN connection you want to establish later.

If the ISDN format unexpectedly differs from the format of the flashcard (for example a single 64 kbit/s ISDN channel and a recording in the highest quality stereo-384kbits), then broadcast is only possible by using the Voice-Over function. See page 70.

2.6 Power supply

The ReporterMate runs on internal batteries, mains power, car batteries or external batteries.

Mains power

Using the original adapter, connect the rounded plug to the POWER-input at the rear side of the ReporterMate, with the flat side of the plug facing down. The internal batteries will be charged automatically.

The internal battery compartment

With a fully charged set of internal batteries, the ReporterMate can record and playback for about three hours. The usage time will be longer if the SLEEP function is engaged (see page 15). The battery symbol in the upper right corner of the display indicates the remaining energy level of the batteries.

When the internal batteries are running low (down to 20% remaining capacity), a slowly blinking 'BATT' indication LED will appear on the top and front side of the ReporterMate. These LED's will flash regularly when the batteries are almost empty.

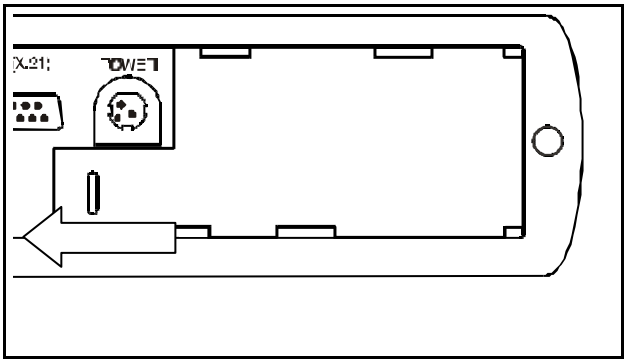
Remember to replace the batteries on time. Six model 'C' batteries (also known as Babycell or HR14) are needed. Use only new, rechargeable NiMH batteries. These batteries do not suffer from 'memory effect'. If necessary, rechargeable NiCd batteries can also be used. However, the battery indication LED's will not be 100% accurate with this type of battery. Alkaline and other non-rechargeable batteries are not suitable for use in the ReporterMate.

- Normally, NiMH batteries only need to be replaced every two years. If used intensively then replace after one year.

Replacing the internal batteries

Connect the ReporterMate to the mains power or a 12 Volt car battery. If not connected to an external power while replacing the batteries, then the following data could be lost: CUE points that have not beensaved, the last numbers dialed, the current date and time (see also page 79), approximately the last two seconds of audio (if recording happens to be in progress).

- Slide the cover lid of the battery compartment (at the rear side) towards the left to open.
- Note the position in which the batteries are placed as you open the compartment. Replace the new batteries in the correct position.



© 1999 - Reportermate

- Remove the empty batteries. Do not dispose of them, but put them aside for recharging later.
- Place six new, identical batteries in the correct position into the compartment. Refer to the illustration at the bottom of the ReporterMate.
- Slide the cover lid back into place.
- The battery status icon will show 30% regardless of the batteries' real status. After a learning period (one time fully charged), does the ReporterMate 'know' the batteries and will it show the right status.

External batteries

Use the optional battery pack with eight R27 ('D') alkaline batteries.

Rechargeable NiCd or NiMH batteries may be used, but they have to be charged in a separate charger. The battery indication LED's however are not 100% reliable when these types of batteries are being used.

A set of new alkaline batteries have a usage time of about 8 hours. Combined with the capacity of the internal batteries the total duration is about 11 hours.

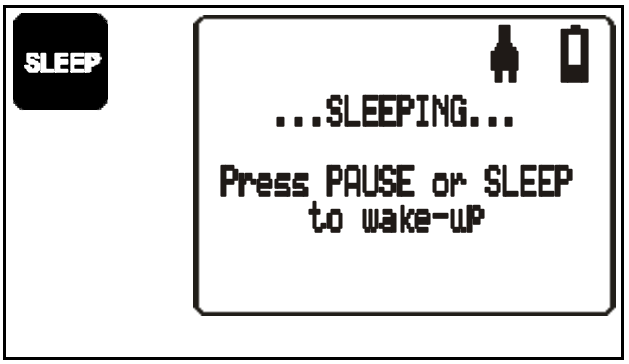
12 Volt car battery

Using the special cable to connect to a cigarette lighter, attach the rounded plug to the POWER-input at the rear of the ReporterMate with the flat side of the plug facing down. The internal batteries will automatically be charged.

SLEEP function

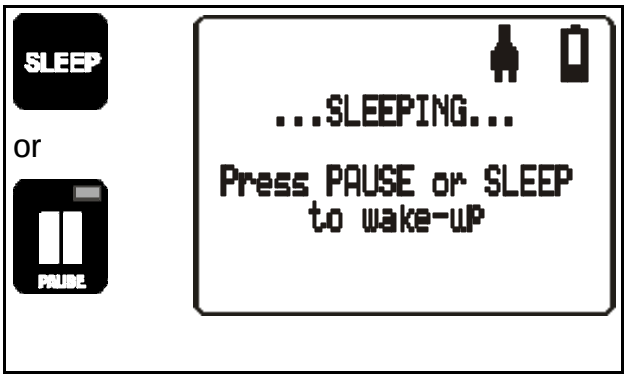
If the ReporterMate is temporarily not in use, but you wish to have it standing by, then it is advisable to minimize power consumption by switching over to the sleep mode:

- Select SLEEP.
  Three beeps indicate that the ReporterMate is going into the SLEEP mode.



To exit SLEEP mode:

- Select SLEEP or PAUSE.
  One beep indicates that the ReporterMate is once again becoming active. It only takes a few seconds before it can be used again. This is always faster than a full start-up procedure.



Automatic SLEEP

When running on internal batteries, the SLEEP function will automatically become effective if the ReporterMate has not been used for a few minutes. This waiting time can be set to a value between 3 and 60 minutes. Further details can be found in section 7.7 ‘MISCELLANEOUS menu’.

Automatic SLEEP is inactive when a connection has been established or during a recording pause.

2.7 Accessories

Standard accessories

90-230V Power adapter
Carrying bag
Carrying strap
ISDN cable
Set of six rechargeable NiMH batteries

Optional starters package

Memory card (such as a 48MB flash card)
Car battery cable
Combi audio cable (left and right XLR output)

Other optional accessories

Communication card (GSM, modem)
PSTN adapter cable
Bag for accessories
Combi AES/EBU cable (digital in- and output)
X.21 (COM2) cable
External battery pack (for alkaline D-cells)

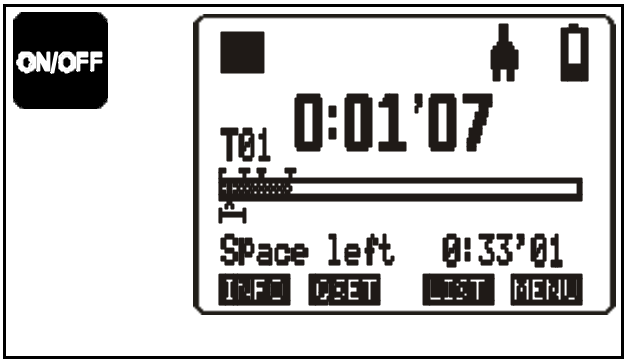
© 1999 - Reportermate

3 Recording

3.1 Preparations for a recording

To switch on the ReporterMate

- Switch the ReporterMate on by selecting the ON/OFF key for a few seconds, until the green ‘PWR’ LED is on.

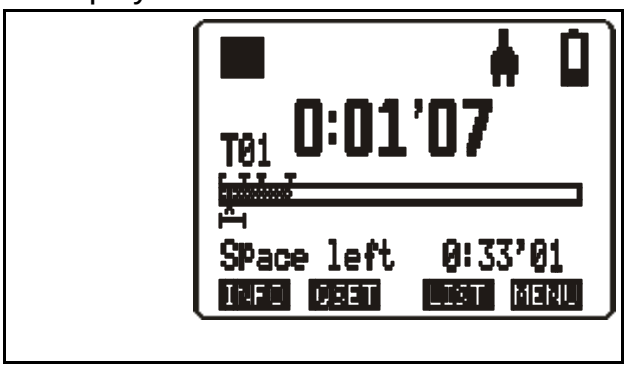


The start-up procedure takes 30 seconds.

The main screen of the ReporterMate (see right) will appear.

The display

During record, playback and edit, relevant information will appear in the display. The following is a brief description of the different display elements:

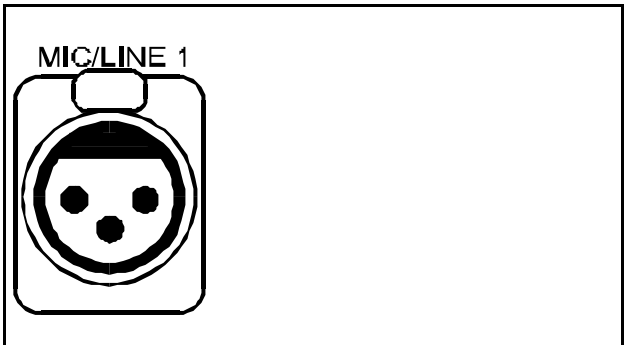


- A symbol for the current playback mode (such as stop, pause, play).
- Status of the power supply and the batteries.
- Time feedback (position of the playback head on the ‘tape’).
- Number of the marker and/or TAKE.
- A time graph showing a schematic overview of the consumed recording space, selection area and markers.
- Indication of the available remaining recording capacity.
- Menu functions (see softkeys).

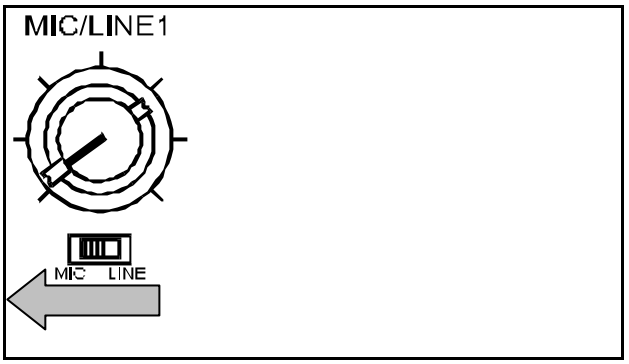
Microphone input

If you wish to record using a microphone:

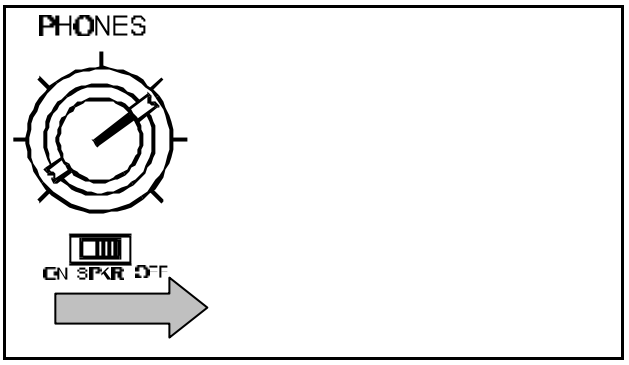
- Connect the microphone to MIC/LINE 1 connector.



- Move the MIC/LINE 1 switch towards the left to ‘MIC’.



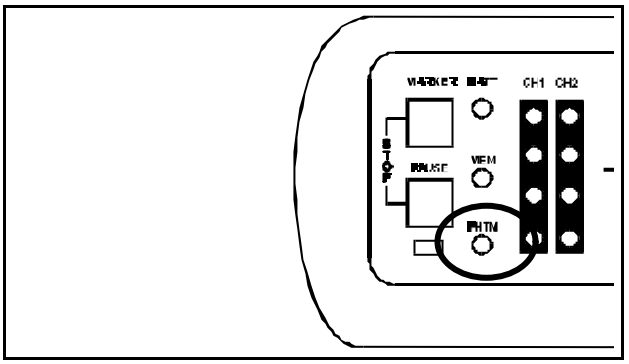
- Move the switch SPKR towards the right to ‘OFF’ in order to turn off the internal loudspeaker. This will prevent squeaking of the microphone and the warning beeps will no longer be heard through the loudspeaker.



Condenser microphones, such as the Shure SM87 or the AKG C452, require a phantom power supply, whereas dynamic microphones such as the Shure SM58 or the Sennheiser MD-21 do not.

If your microphone needs phantom power:

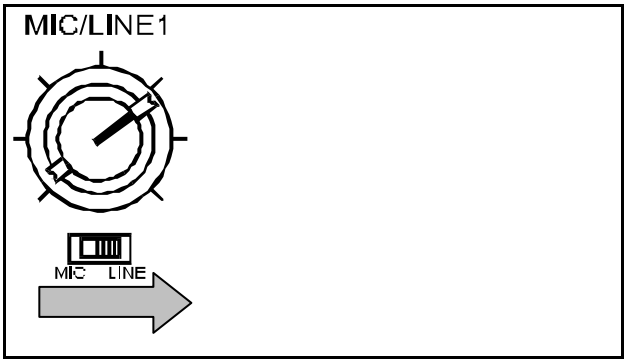
- Check if the PHTM indication LED is on. If not, adjust it via the Quick Settings:
- Select [B=QSET],
- Go to Phantom power with ‘∧’ or ‘∨’
- Set to ON with >, then [A=SAVE].



Line input

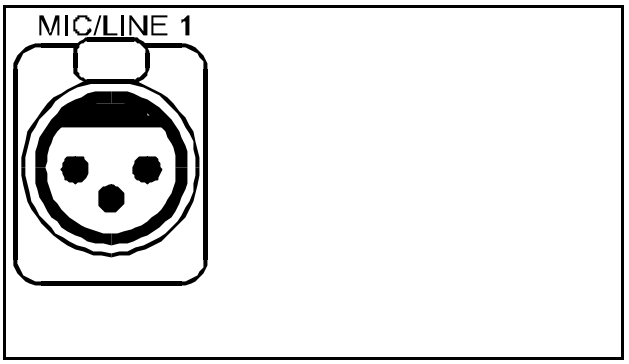
If you wish to record line output from equipment such as a DAT-recorder:

- Move the switch ‘MIC/LINE 1’ to the right to ‘LINE’.



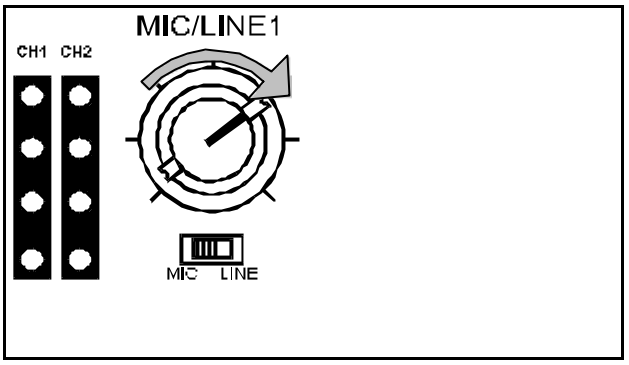
© 1999 - Reportermate

- Connect the (mono) audio source to the MIC/LINE 1 connector.
  If you wish to record in stereo mode, then use MIC/LINE 2 simultaneously (see remarks under ‘Mode / Quality’ in the AUDIO SETTINGS menu, page 80).



Adjusting recording level

Adjust the recording level by turning the MIC/LINE 1 fader until the green and yellow LED’s on the left recording level indicator are on, while the red LED is not.



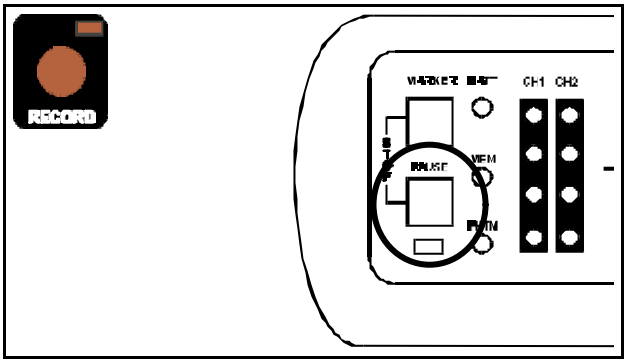
Stereo: adjust the recording level by turning the MIC/LINE 2 fader and check the LED’s on the right hand indicator.

3.2 Recording

- Select ‘RECORD’ (top side)

OR:

- Select the red, square key at the front side, hold it down for a half second until the LED starts to blink red. This is the record pause mode. Then press the same key briefly to start recording.



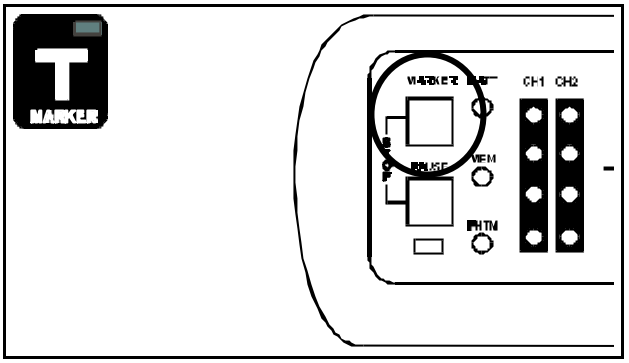
Both LED’s of the two record keys (top and front) remain continuously red, when recording is in progress.

3.3 Placing markers during recording

If you wish to mark certain moments during recording in order to retrieve them quickly at the time of playback or editing:

- Select the MARKER key during recording.

This key is found in two places: the ‘T’ key on the far right under ‘RECORDER FUNCTIONS’ on the top side of the unit or the black, square key on the front side.



The positions that are marked can be used later during playback or audio editing. A marker is automatically placed, when stopping or interrupting the recording.

3.4 To temporarily interrupt (PAUSE) and to resume recording

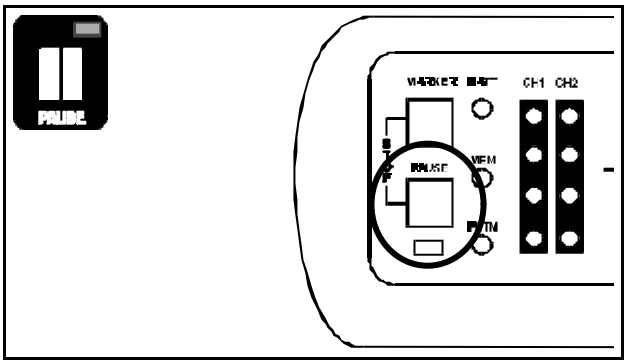
To temporarily interrupt recording:

- Select PAUSE (on the top side)

OR

- Press briefly on the red, square key (on the front side).

If the red record LED’s blink: recording is in pause mode.



To resume recording:

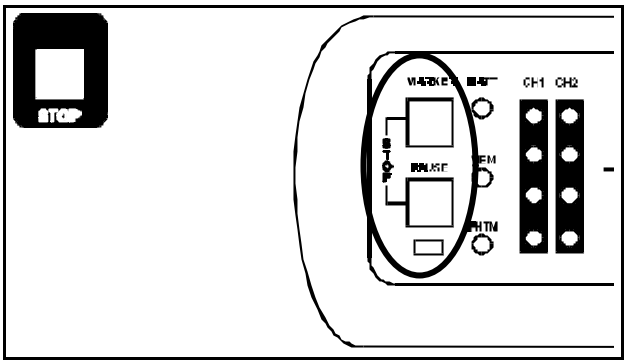
- Select PAUSE once again (on the top side) or select the red, square key (on the front side).

The red record LED is lit continuously.

© 1999 - Reportermate

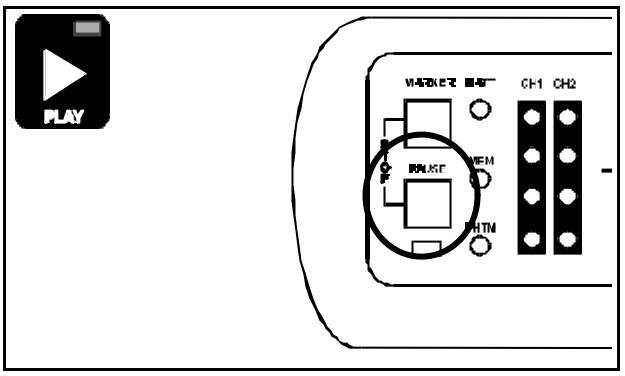
3.5 To stop recording

- Select STOP (on the top side)
- OR: press the RED and BLACK keys (on the front side) simultaneously.



3.6 To listen to the recording

Select PLAY (or press the red, square key twice) to hear the last TAKE (this works only immediately after a recording). The LED on the front side is continuously green during playback and will blink in the pause mode.



3.7 Record voice-over

The Voice-Over function (for example speaking over recorded audio during a ‘live’ broadcast) will be explained later in this manual.

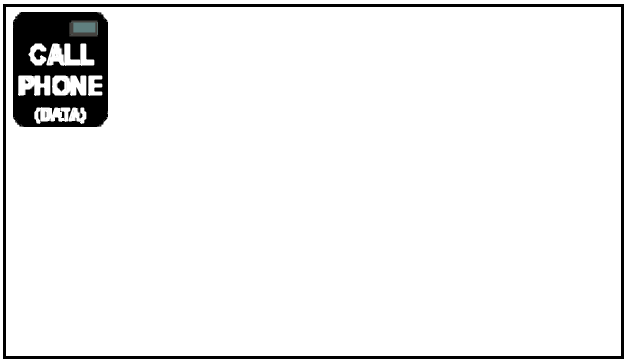
The combination of your playlist-compilation and the microphone input can be recorded again as a whole, provided there is enough recording space. This newly recorded version can be transferred to the studio. See detailed description on page 73.

3.8 Recording a telephone conversation

Record a telephone conversation over ISDN as follows:

- Connect the microphone to input MIC/LINE 1.
- Connect the ISDN cable to the ReporterMate.

- Select CALL PHONE.
- Dial the number.
- Adjust the volume of the microphone with MIC/LINE 1 fader.
- Adjust the volume of the telephone call with MIC/LINE 2 fader.
- Select RECORD.



© 1999 - Reportermate

3.9 PROBLEMS AND THEIR LIKELY CAUSES

The green 'PWR' LED fails to light.	Probably the ON/OFF key was not pressed long enough. Press the ON/OFF key for a few seconds, until the 'PWR' LED is lit. The start-up procedure takes about 30 seconds to complete.
The red 'BATT' LED blinks.	The batteries are almost empty. Provide external power supply or replace the batteries.
Microphone signal is not visible through the volume LED's at the front side.	If using a condenser microphone, check to ensure that phantom power is on. If not, adjust the setting using the menu inputs: • Select [D=MENU], Audio Inputs [A=OK], Phantom power [A=OK], On [C=SET], [A=SAVE]. Is the microphone connected to the MIC/LINE 1 input? Is the MIC/LINE switch set to 'MIC'? Is the recording level fader of MIC/LINE 1 turned open to the right?
Volume LED's at the front side respond to the microphone, yet nothing can be heard.	Is the headphone connected to PHONES? Is the PHONES control turned on to the right? Is the LOCAL/CUE control not turned too far towards the right?
Audio cannot be heard through the internal loudspeaker, but can be heard through the headphones.	Is the ON SPKR OFF switch, under the PHONES control, switched to 'ON' ?
Recording refuses to start, and the red record LED's are not lit; but the 'MEM' indication is lit.	Has the PCMCIA card been inserted correctly into the lower slot (slot 1)? Has the PCMCIA card been inserted properly? (Top side down). Re-insert to make sure. Is there still enough recording space on the card? See indication in the display (Space left x : xx ' xx)
Recording starts, yet afterwards nothing can be heard.	Did the volume LED's on the front side blink during recording? Is the PHONES control turned open enough? Is the ON SPKR OFF switch under the PHONES control switched to 'ON'?

Recorded audio is distorted, yet level indicator did not turn red.	Is the sensitivity of the microphone input set too high in the menu?
Recording starts or stops unexpectedly.	Has ‘record on modulation’ been activated in the menu AUDIO SETTINGS, Mod detect level? If so, turn it off again in the same menu.

© 1999 - Reportermate

4 Editing

4.1 Definitions

Definitions used during editing with the ReporterMate

TAKE: Every piece of audio recorded is called a TAKE and ends with a stop. Every new recording becomes a new TAKE. If a recording is temporarily interrupted by PAUSE, then recording is resumed within the same TAKE. Every TAKE is automatically numbered.

MARKER: Markers are used to mark positions in the audio. They can be placed during recording or when listening to the recorded audio. A marker is automatically placed at the start of a TAKE (but not at the end) and at each point the recording is interupted with PAUSE.

TAKELIST: A TAKELIST is a list of all recorded TAKES. When a new TAKE is extracted from another TAKE, the original audio (TAKE) maintains its TAKE number. The extracted section however receives a new number. All TAKES are retrievable by selecting the [C=LIST] key.

PLAYLIST: The playlist is a list of TAKES which (if necessary) has been edited and is ready to be played out. To activate the playlist press the button PLAYLIST.

CUE-IN: The cue-in point is the beginning of a fragment to be edited. To find a cue-in point press PLAY. Select CUE-IN when you hear the beginning of the desired fragment.

CUE-OUT: The cue-out point is the end of a section to be edited. To find a cue-out point press PLAY. Select CUE-OUT when you hear the end of the desired fragment.

INS: This key is used to insert (INS) an edited take into both TAKELIST and PLAYLIST.

DEL: This key is used to delete (DEL) an edited fragment from a take. The DEL key will permanently remove the audio in the selection and can only be retrieved with ‘Restore originals’ (see page 81).

RPT:	1. When pressing the RPT key during playback the last 2 seconds are repeated. 2. During edit mode the RPT key allows you to hear the CUE-IN or CUE-OUT point again. 3. During REWIND, SLOW or FAST FORWARD press RPT key to loop a frame.
FRAGMENT:	A selected piece of audio within a take.
SELECTION:	See fragment.
ITEM:	A piece of (edited) audio to be found as a take in the PLAYLIST.
MAIN SCREEN:	First screen when unit has been booted. Same screen during recording and playback.
MENU SCREEN:	Screen when entering the menu.
EDIT SCREEN:	This screen appears after CUE-IN / CUE-OUT points have been set and the INS or DEL key has been pressed.

© 1999 - Reportermate

4.2 The basics of editing

This section gives a brief explanation of some fundamentals regarding the editing function of the ReporterMate. This will give you a better understanding of what actually occurs when you edit.

TAKES as original audio

Every recording made is called a TAKE. If the recording ends with a STOP, then the next recording becomes a new TAKE. Every TAKE automatically has a number: T01, T02, T03... etc..

A marker is automatically placed at the beginning of each recording.

If the recording is interrupted by PAUSE, recording is resumed within the same TAKE. A marker will be placed in the recording at the position paused. You may also place markers during recording or playback.

TAKES as a part of larger TAKES

When you select a fragment from a TAKE, this new selection is given a new TAKE number. There is actually no new audio input since the selection is always drawn from the original audio material. The advantage is that you are able to alter the begin and end points at every stage.

Selection

When editing a recording, new TAKES are made of each selection. To create this new TAKE, select a certain fragment with CUE-IN (begin) and CUE-OUT (end). This selection will be saved as a new TAKE in the TAKELIST and as an item in the PLAYLIST.

CUE-IN and CUE-OUT are two memory spaces, each of which is able to store one given time. When you set new CUE-IN or CUE-OUT times, the old ones will be overwritten. In other words, you can only edit one fragment at a time. If you wish to use a selected audio fragment at a later stage, it must be saved as a TAKE by using the insert function (INS). The selected audio fragment becomes a new TAKE.

TAKELIST

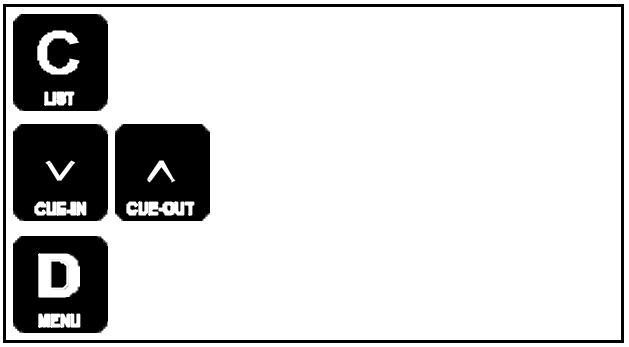
All TAKES are retrievable by selecting the [C=LIST] key. You can listen, attach names to the TAKES, and alter the begin and end points of the TAKES. The way this is done will be described later in this chapter (see page 38).

To alter the TAKE name

The ReporterMate automatically gives every TAKE a serial number (such as ‘T26’) and a time indication (for example: "0:05'36 0:00'08").

The standard TAKE number may not be clear enough when you have many takes. Therefore, it is advisable to name the takes. This can be done while in the TAKELIST. When giving a TAKE a name, the time indication disappears.

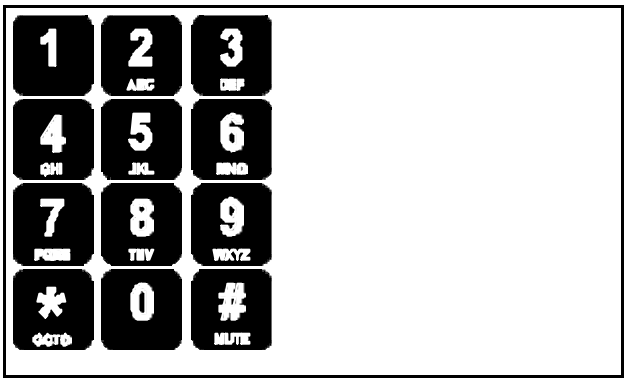
- Select [C=LIST].
- Select desired TAKE with the ‘∧’ and ‘∨’ keys.
- Select [D=NAME].



- Formulate the name with the numeric keys:

Use the letters under the numbers:

press 1x ‘2’ key is an ‘a’;
press 2x ‘2’ key is a ‘b’;
press 3x ‘2’ key is a ‘c’;
press 4x ‘2’ key is a ‘2’.

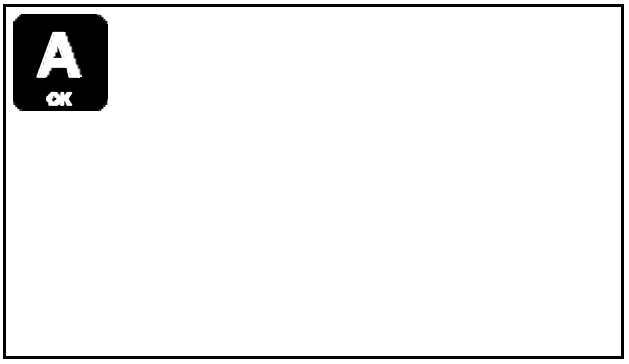


When selecting the letters, you may use the ‘∧’ key to alternate between upper case and lower case letters.
Use the ‘0’ key for the signs ? & / @ . , ; : - ! ' ".
Use the ‘∗’ and ‘#’ keys for these particular same signs. Use DEL to remove the last letter entered. You can insert a space with the ‘>’ key.

When you need to use two letters from the same numerical key (such as ‘NO'), be sure to wait briefly before you select the second letter. On the screen you can see the pointer move over one place when it is ready to receive the next letter.

- Select [A=OK].

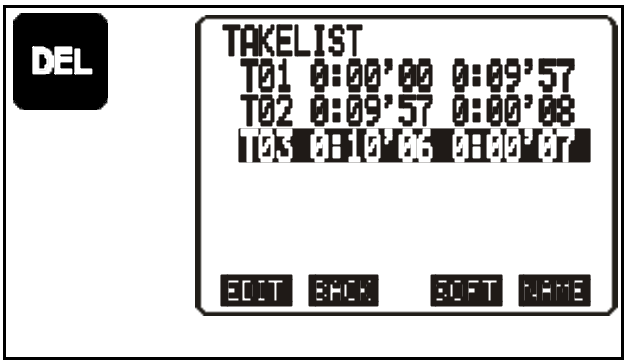
The fragment now has a name. It can be easily retrieved when you wish to playback, transfer or use it for the assembling of the PLAYLIST.



© 1999 - Reportermate

Removing a TAKE from the TAKELIST

Use DEL to remove a TAKE from the TAKELIST. If the TAKE is also in the PLAYLIST, it will be removed from there as well.



Removal of a TAKE from the TAKELIST does not free recording space (see ‘Creating recording space’ on page 46), but provides a more concise overview of the list.

INS and DEL

After a selection is made with CUE-IN and CUE-OUT, it will be added to both TAKELIST and PLAYLIST if the INS key is pressed. On the other hand, the DEL key will permanently remove the audio in the selection, which can only be retreived with ‘Restore originals’ (see page 81).

Editing = adding or removing selections

Regardless of how you wish to edit, always begin by ***selecting*** an audio fragment. Whether you wish to use (INS=insert) or remove (DEL=delete) a fragment, the way to select it is the same in both cases.

You can select with or without previously placed markers. The next paragraph explains marker usage in detail.

If you decide not to use markers, then continue reading from paragraph 4.4 (page 34).

4.3 Markers

Markers are used to mark positions in the audio. They can be placed during recording or when listening to the recorded audio.

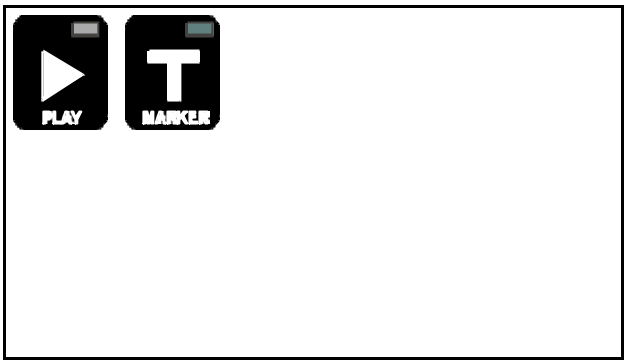
Placing markers while listening to the recording

If you wish to mark certain positions during playback in order to skip quickly to the desired fragments while editing:

- Select PLAY. Playback begins.

If you hear something that you would like to mark:

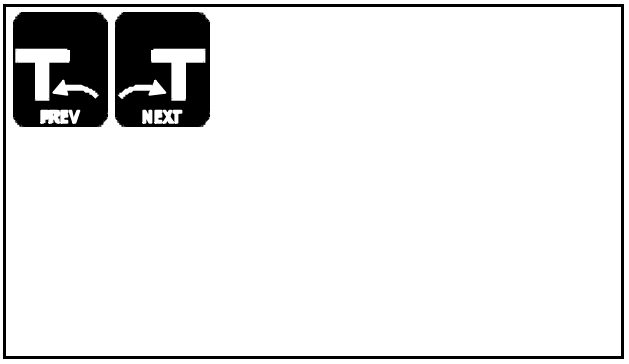
- Select MARKER. You will hear a beep tone.



Note: markers are chronologically numbered. When you insert a marker in between other markers, the numbers of the following markers will increase by 1.

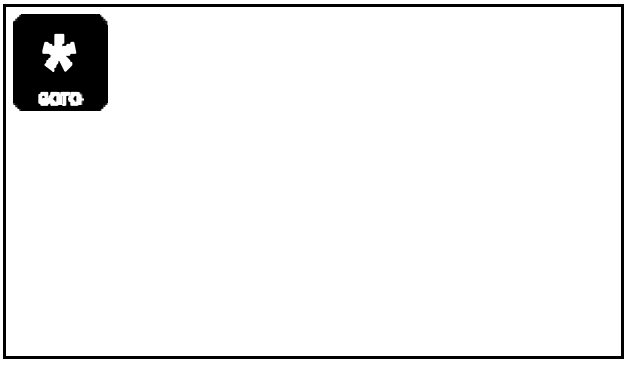
Navigate with the help of markers

- Select PREV to go to the previous marker. To go backwards even further, select PREV ***repeatedly*** until you reach the desired marker.
- Select NEXT to go to the following marker.



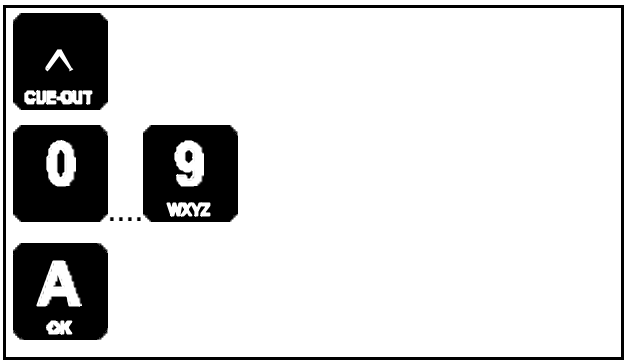
Skip directly to a desired marker if the marker number is known.

- Select GOTO (the ∗ symbol on the numeric keys). On the screen 'GOTO POS 0:00:00' appears. Now you can enter a time, but if you wish to skip to a certain marker, then:



© 1999 - Reportermate

- Select the '∧' key, within a few seconds. Now the text 'GOTO MARKER 01' appears on the screen.
- Enter the desired number with the numeric keys within a few seconds.
- Select [A=OK] or press GOTO again.



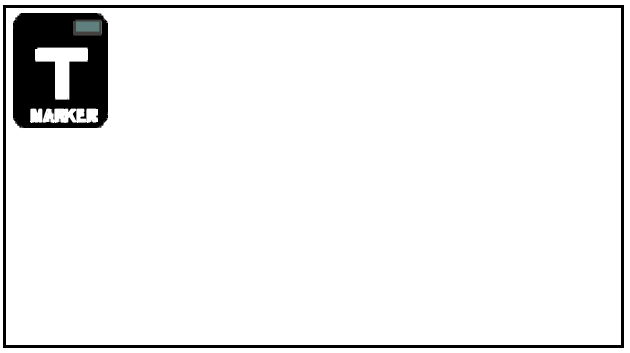
To remove a marker

If you wish to remove a placed marker:

- Skip to the marker you wish to remove. The green MARKER LED is lit, and the marker number appears in the display.

- Select MARKER. The green LED is off, and the screen indications disappear. The marker has been removed.

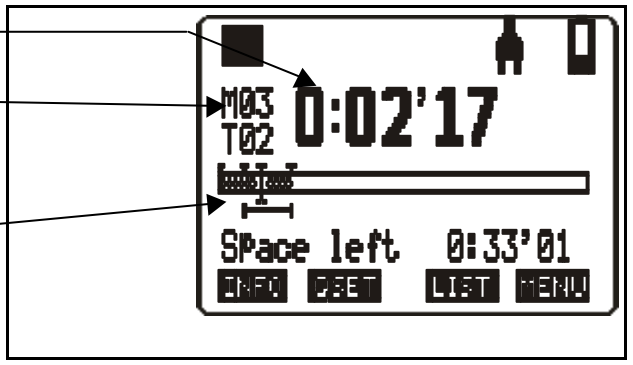
Note: the markers are numbered in a chronological order. When you remove a marker, the numbers of all following markers will be decreased by 1.



Display

If one of the ways described above is used to skip to a certain marker, then three indications will change on the screen:

- the time indication
- the marker number (a 'M' followed by two numbers, at the left of the time indication)
- the placement of the position cursor in the time indication graph.



4.4 Ways to find a piece of audio

- The simplest way is to press PLAY till the desired fragment is found

OR

- Jump from marker to marker with PREV or NEXT

OR

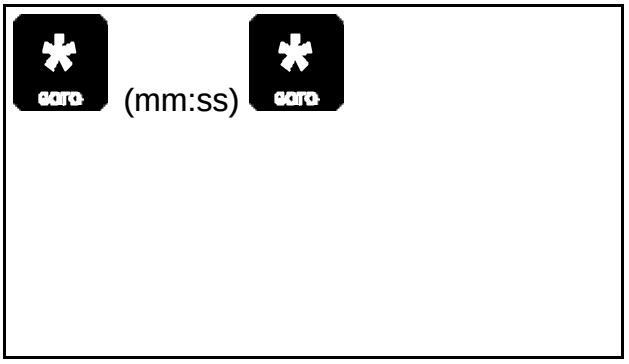
If position (time), marker or take number is known, an audio fragment can be selected as follows:

To go to a **certain position** (time):

- Select GOTO, then enter the desired position (mm:ss). Select GOTO again.

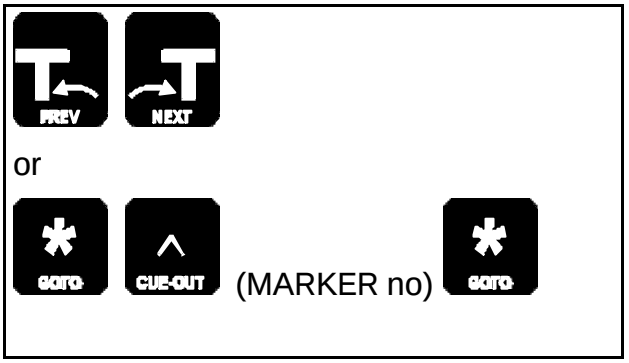
To go to the beginning of the recording (0:00'00):

- Select GOTO twice.



To go to a **certain marker**:

- Use PREV or NEXT to skip to the marker you wish to start with.
- OR: Select GOTO followed by the '∧' key, then enter the desired marker number. Select GOTO again.



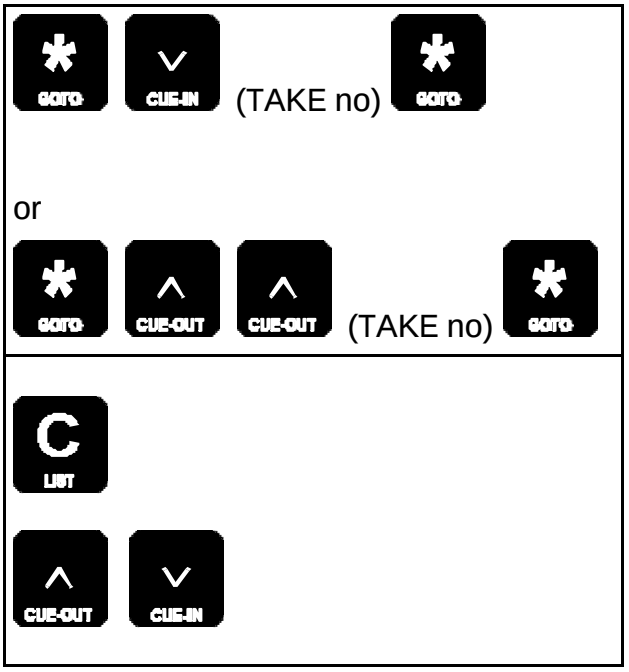
To skip to a **certain TAKE**:

- Select GOTO followed by the '∨' key, enter the desired take number. Select GOTO once again.

After GOTO is selected for the first time, then selecting the '∧' key twice has the same effect as selecting the '∨' key once.

OR
To go directly to a certain TAKE:

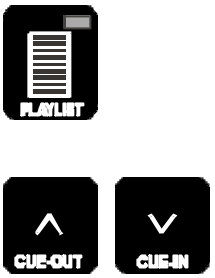
- Select [C=LIST]
- Scroll with '∧' or '∨' to the desired TAKE



© 1999 - Reportermate

To go to a TAKE in the PLAYLIST:

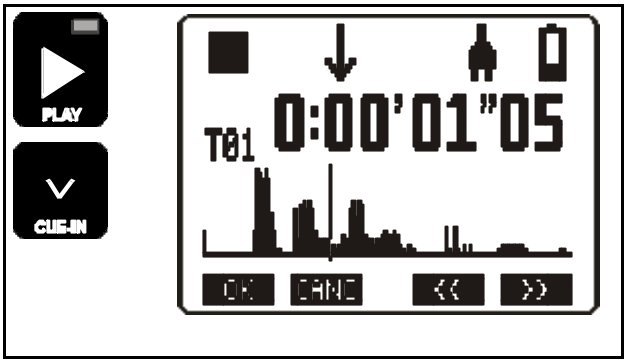
- Select the PLAYLIST key.
- Scroll with '∧' or '∨' to the desired item (=TAKE)



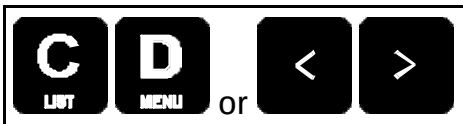
4.5 How to edit

- Press PLAY.
- Select CUE-IN when you hear the beginning of the desired fragment.

You now hear a one second fragment (adjustable, see also page 82) which begins at the chosen CUE-IN point. Often, this is not necessarily the correct position.



- Select [C=<<] or [D=>>] to adjust the begin point. You can move the begin point at 1/4 second intervals.
- Select < and > if you wish to be even more precise; the interval is now 1/40 of a second.



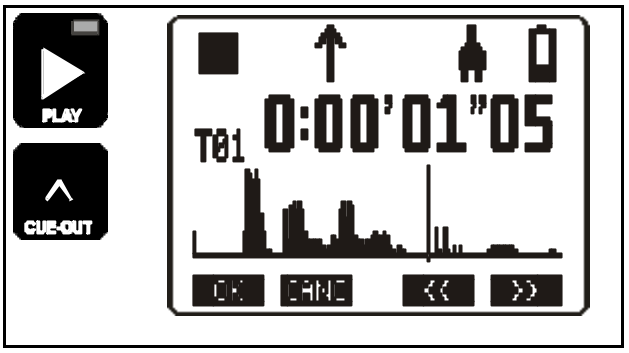
Every time you press the <, >, [C=<<] or [D=>>] key, the CUE-IN point moves. You can hear the result as a 1 second fragment starting at the new begin point.

- Select RPT to check the CUE- IN point once again without further alterations.

You do not need to confirm your choice. If the fragment starts at the correct position, then move on to set the end point. In a way, you confirm the CUE-IN point with this and also place a marker automatically at that point.

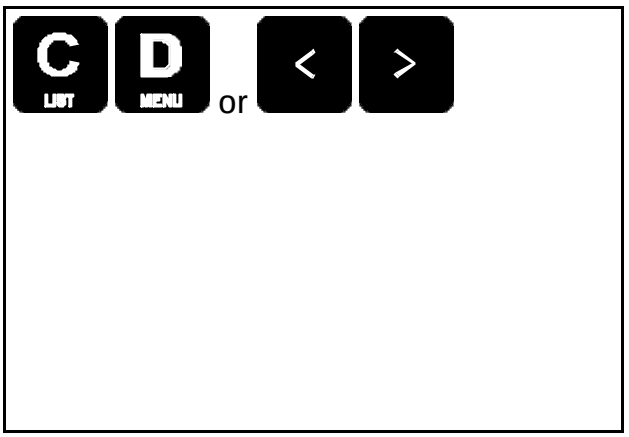
- Press PLAY to start defining the end of the fragment
- Select CUE-OUT when you hear the end of the fragment.

You will hear the result as a 1 second fragment ending at the CUE-OUT point.



- Define the exact CUE-OUT point with [C=<<] and [D=>>] or < and >.

Every time you press the <, >, [C=<<] or [D=>>] key, the CUE-OUT point moves. You will hear the result as a 1 second fragment starting at the new begin point. You do not need to confirm your choice; just continue with the next step. This way, a marker will again be placed at that point.



If the selected fragment now begins and ends at the correct positions, a next choice has to be made:

- Either the selected fragment will be used/saved in the PLAYLIST (see 4.6 ‘saving selected audio’)

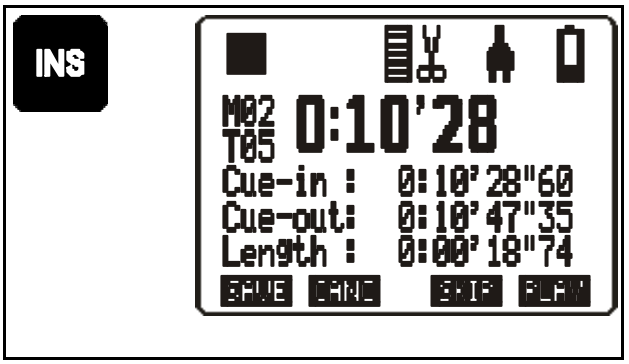
OR

- the fragment is to be deleted from the TAKELIST (see 4.68 ‘deleting selected audio’)

4.6 Saving edited audio

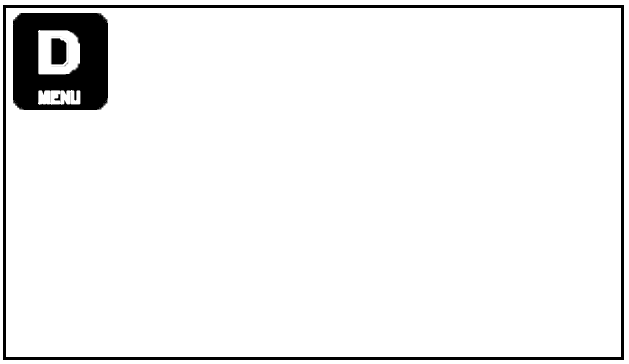
In order to use the newly made selection, it must be added to the TAKELIST (and will automatically be added to the PLAYLIST).

- Select INS to indicate that you wish to add this fragment to the PLAYLIST (INS = insert).
  The related data will appear in the screen: Cue-in (begin point), Cue-out (end point), and Length (fragment duration).



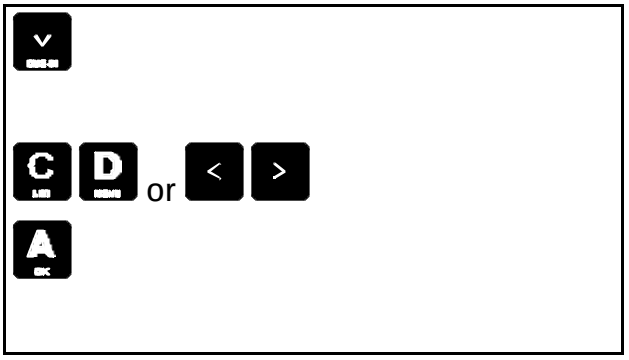
© 1999 - Reportermate

- Select [D=PLAY] to listen to the fragment.



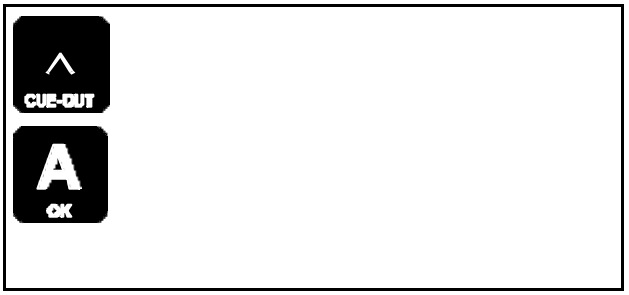
If the begin and/or end points are not completely as you desired, then you are still able to adjust them:

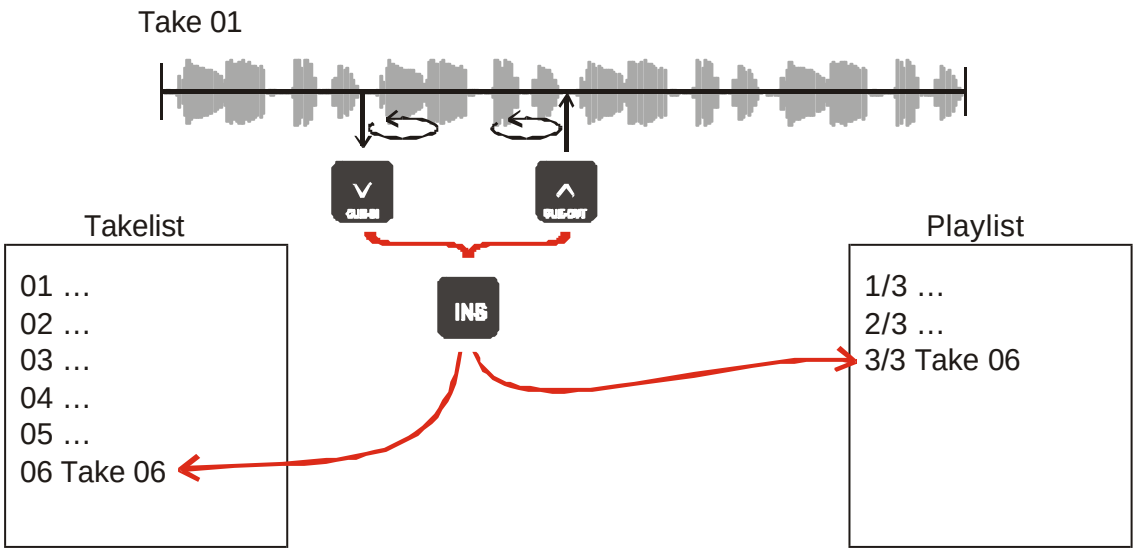
- Select CUE-IN to hear the first second.
- If necessary, adjust with the [C=<<] and [D=>>] or < and > keys. Confirm the new position by selecting [A=OK].



- Do similar with CUE-OUT if needed and end with [A=SAVE].
- Select [A=SAVE].

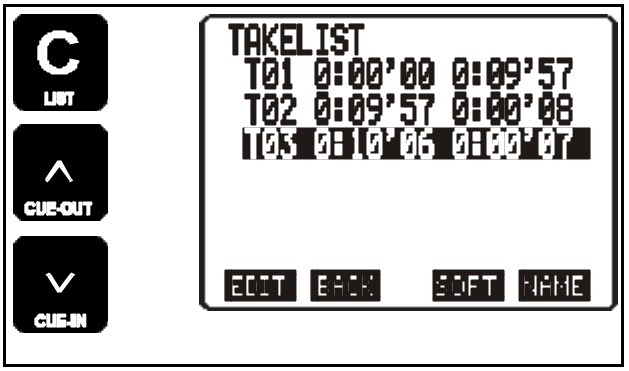
The selection has turned into a new TAKE and it is automatically added to both TAKELIST and PLAYLIST.



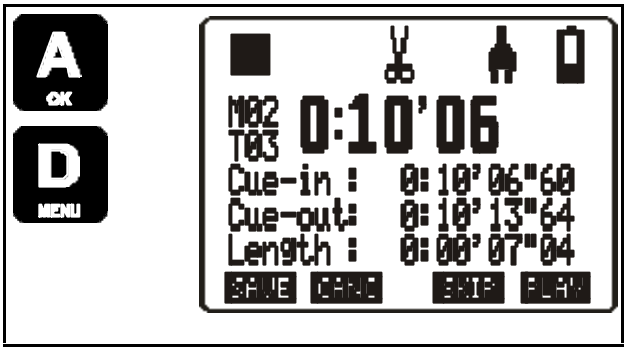


4.7 How to resize a specific TAKE (Topping & Tailing)

- Select [C=LIST] to enter the TAKELIST.
- All the takes made so far appear.
- Scroll with '∧' or '∨' to the required TAKE.

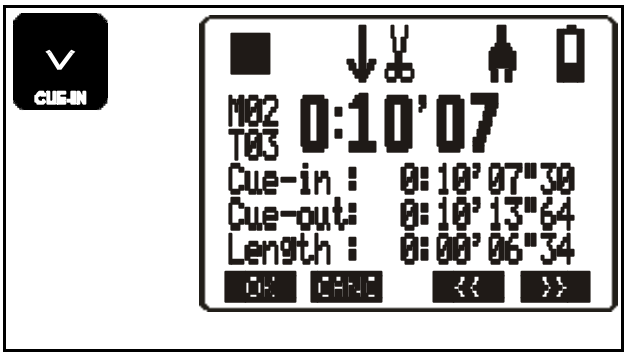


- Press [A=EDIT].
- The display now shows the CUE-IN and CUE-OUT points of the TAKE.
- Select [D=PLAY] to edit these points

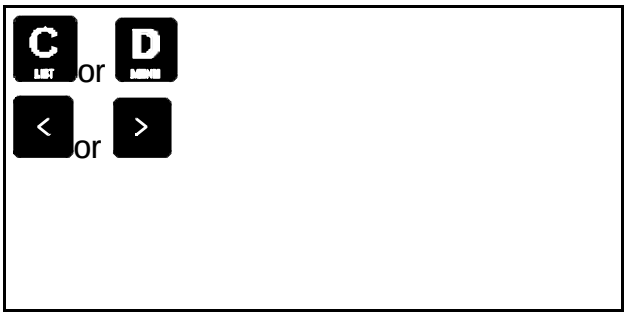


- Press CUE-IN when you hear the beginning of the desired fragment.

You will now hear a one second fragment (adjustable, see also page 82), which **begins** at the aimed point. Often this is not necessarily the correct position.



- Select [C=<<] or [D=>>] to adjust the CUE-IN point with big steps (1/4 second intervals)
- Press '<' or '>' if you wish to be more precise (1/40 second intervals)

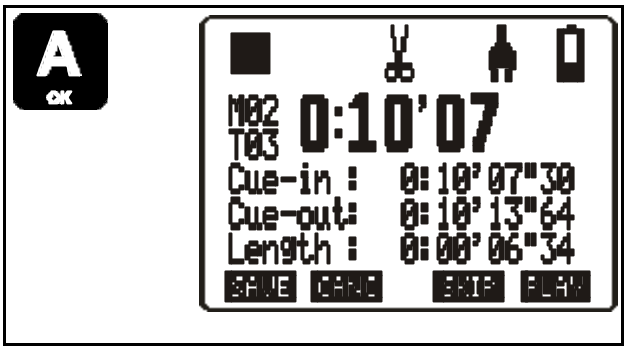


Every time you press the '<', '>', [C=<<] or [D=>>] key, the CUE-IN point moves. You can hear the result as a 1 second fragment starting at the new CUE-IN point.

- Press RPT to check the CUE-IN point once again without further alterations.

© 1999 - Reportermate

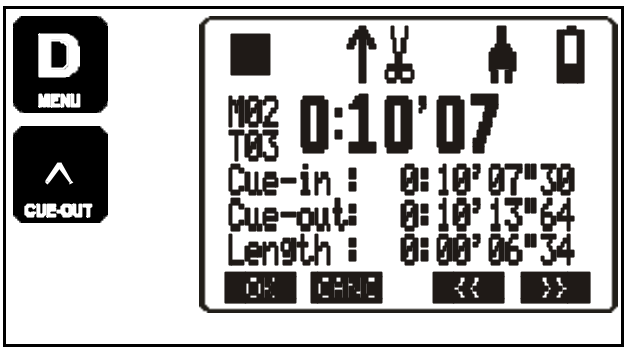
- **You must confirm your choice by pressing [A=OK].**



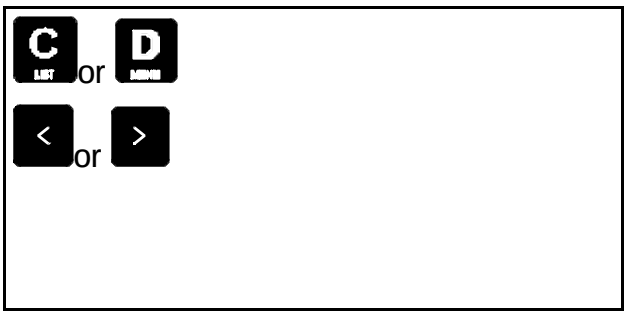
If the fragment starts at the correct position, then you may move on to set the end point:

- Select [D=PLAY].
- Press CUE-OUT when you hear the end of the desired fragment.

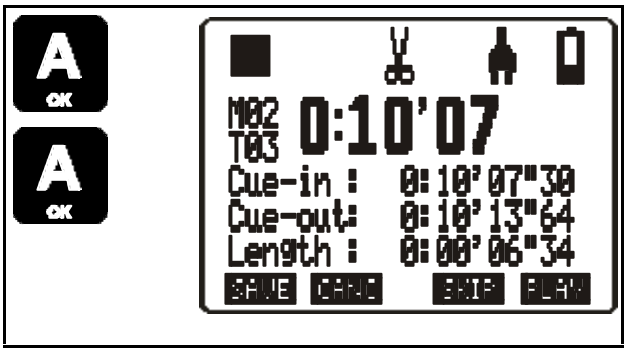
You can hear the result as a 1 second fragment **ending** at the aimed point.



- Define the exact CUE-OUT point with [C=<<] and [D=>>] or '<' or '>' as described above for the CUE-IN point, except that you are now listening to the **end** of the fragment.



- **You must confirm your choice by pressing [A=OK**].
- To save the adjusted TAKE only, press [A=SAVE].
- No new TAKE number is given.



Options on how to save this TAKE:

- To save the adjusted TAKE only, press [A=SAVE].
- To immediately add this TAKE to the PLAYLIST, see page 36 'Saving edited audio'.
- To add this TAKE to the PLAYLIST at a later stage, see page 43 'Adding a TAKE to the PLAYLIST'.

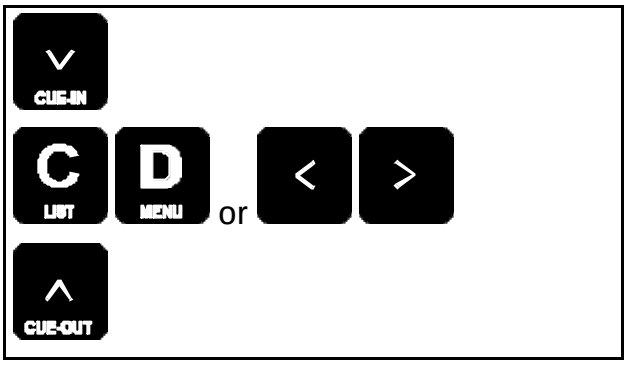
4.8 Deleting edited audio

The previous paragraphs described ways of editing by saving selected fragments. The opposite is also possible. You can select slips of the tongue or other undesired fragments from the audio and delete these. This imposes a permanent alteration in the original audio; it is a ‘destructive’ method. Only with ‘Restore originals’ can the deleted audio be brought back.

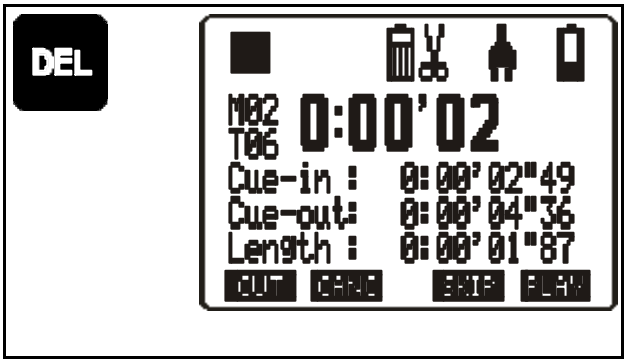
The following description is based on the assumption that you wish to remove some wrongly spoken words whilst listening to the original fragment of audio.

Warning: do not do this just before a broadcast. You will alter the raw audio material, which may take some processing time.

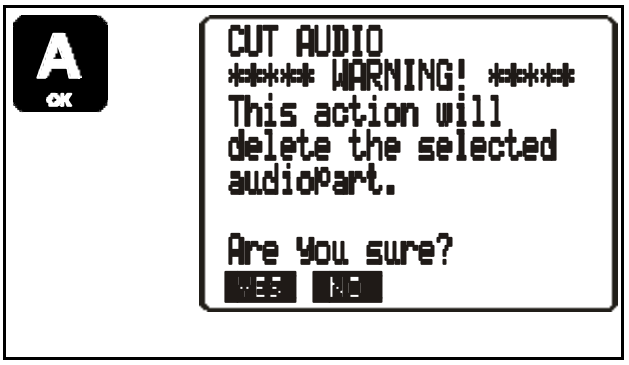
- Select the fragment you wish to remove (see ‘How to edit’ on page 35)



- Select DEL.
  Related data for your selection appears: cue-in, cue-out, the option to listen once again using [D=PLAY], and the option to listen to what it sounds after the fragment is removed by selecting [C=SKIP].



- Select [A=CUT] if you are satisfied with the CUE points.
- A warning appears in the display as the deletion of the selected audio will be permanent.



© 1999 - Reportermate

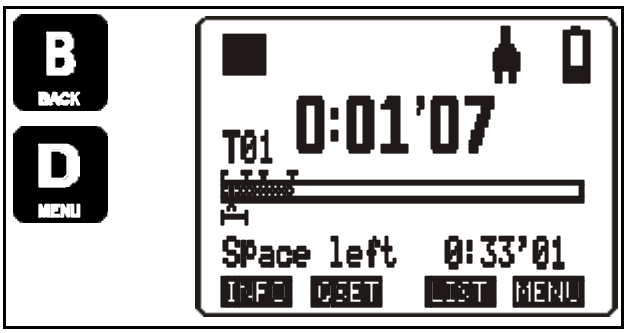
- Select [A=YES] to proceed with audio deletion. Select [B=NO] if you want to cancel.
- After the deletion command is given, the ReporterMate needs some processing time since the entire audio file on the memory card must be rearranged.

4.9 PLAYLIST compilation

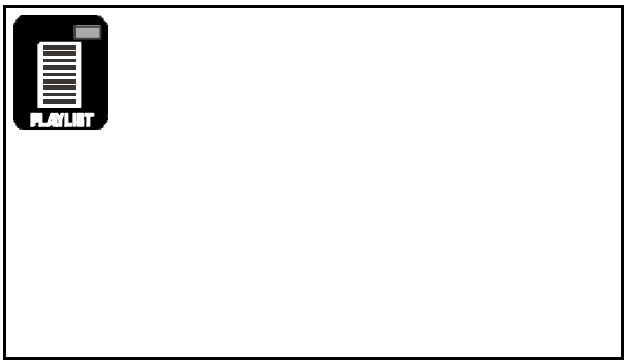
If you wish to use several fragments from a recording, then first edit the desired fragments. By pressing INS each fragment is added separately to the TAKELIST and PLAYLIST as a new TAKE.

After the TAKES have been placed in the desired order, they are ready for use. However, you can still adjust the contents of the PLAYLIST:

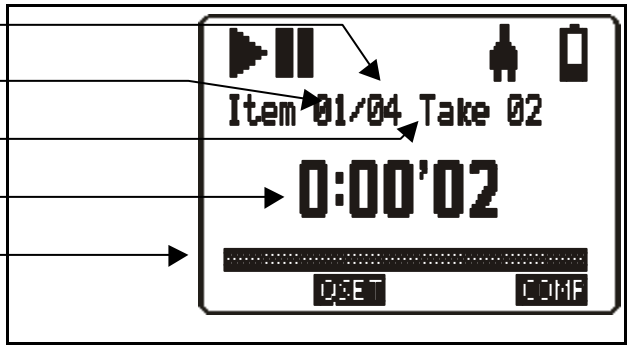
- Go to the main screen. If you are in the menu screen, then one of the [B=BACK], [B=CANC] or [D=EXIT] keys will get you back to the main screen. Pay attention to the softkey text and select accordingly.



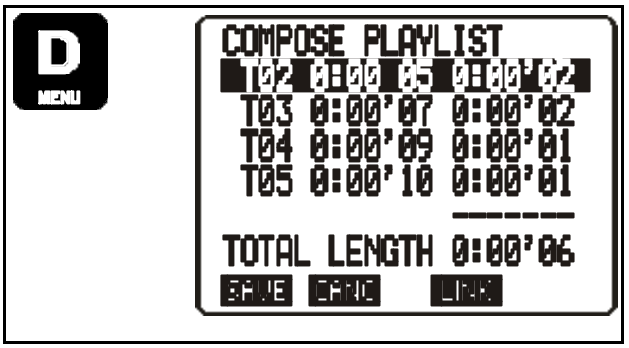
- Press the PLAYLIST button. The red LED is on. The first ITEM (called TAKE 02 in the example) of four items is ready to be played out. The screen shows the length of this first ITEM of the PLAYLIST.



- Total number of items.
- First item.
- Name of first item.
- Length of first item (numerical).
- Length of first item (graphical).



- Select [D=COMP]. The content of the PLAYLIST appears.
  All the TAKES made so far appear here.



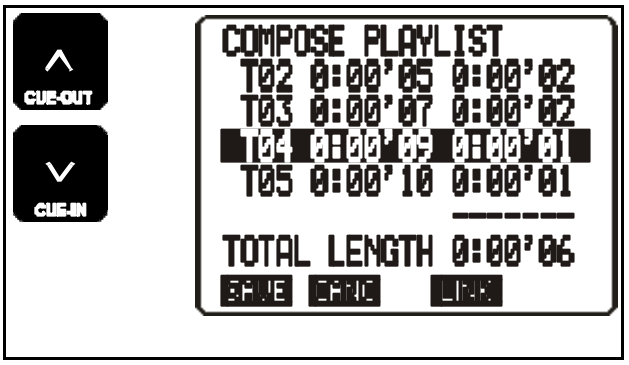
Rearranging TAKES in the PLAYLIST

If the order of the TAKES is not ideal, then rearrange it by removing TAKES and inserting them into the right positions.

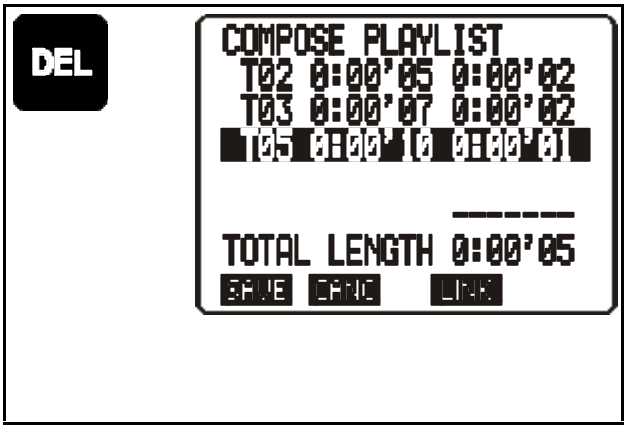
If a TAKE is removed from the PLAYLIST, it still remains available in the TAKELIST. This enables you to retreive the removed TAKE from the TAKELIST and re-insert it in the PLAYLIST.

Removing a TAKE from the PLAYLIST

- Use the '∧' and '∨' key to go to the TAKE you wish to remove. If necessary, use PLAY to listen to the fragment.



- Select DEL to remove the TAKE from the PLAYLIST.
  Note: All TAKES positioned below the removed TAKE will move up one position. Each time you press DEL, you will remove the selected TAKE.
- Make sure to exit this screen with [A=SAVE] if you want to save the changes that you have just made.



You may remove several or all TAKES from the PLAYLIST in the manner described above.

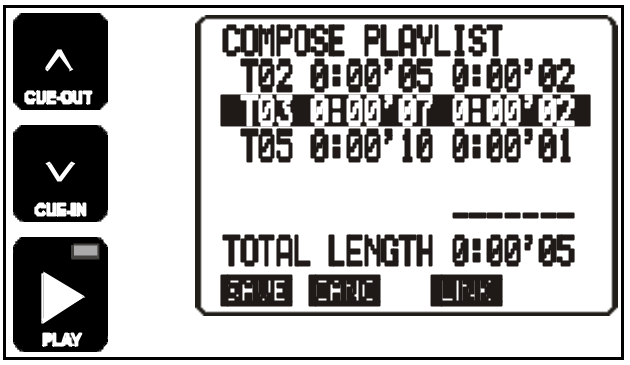
All TAKES are still available from the TAKELIST, so you do not have to re-create them.

© 1999 - Reportermate

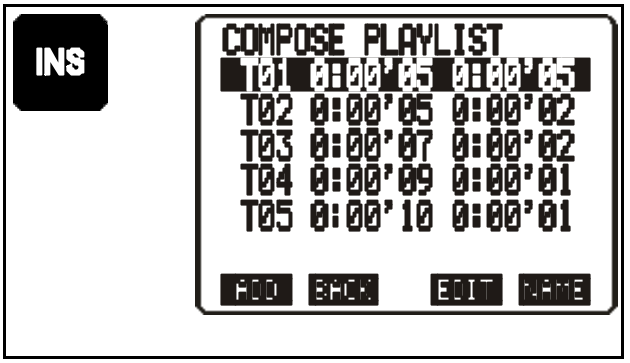
Adding a TAKE to the PLAYLIST

To add a TAKE to the PLAYLIST, retrieve it from the TAKELIST.

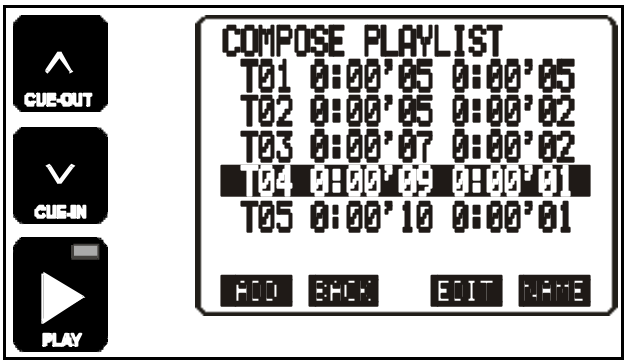
- In the COMPOSE PLAYLIST screen, use the '∧' and '∨' keys to go to the row below the position where you want the new TAKE to be inserted into the PLAYLIST. Listen by selecting PLAY to check if you are in the correct row.



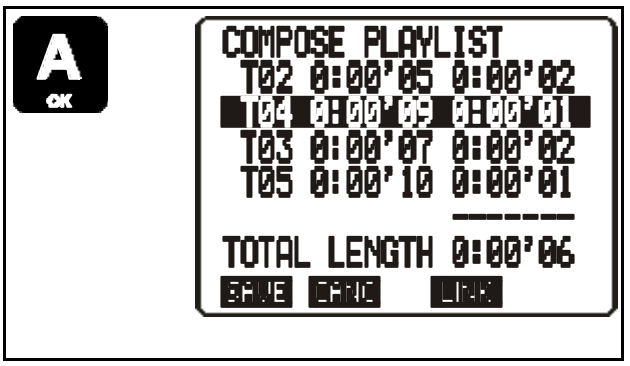
- Select INS to indicate that you wish to add an audio fragment/TAKE to the PLAYLIST. Now, the TAKELIST appears. You will find all the TAKES you have made so far, even if they have been removed from the PLAYLIST.



- Select the required TAKE with the '∧' and '∨' keys.
  Use PLAY to listen to the contents of the TAKE.
  If the TAKE still does not begin and/or end correctly, then you can rectify this by adjusting the CUE points.



- Add the TAKE to the PLAYLIST using [A=ADD]. Return to the PLAYLIST edit screen, where the desired TAKE has been added.
- Repeat the above steps in order to place the other desired audio fragments/TAKES in the PLAYLIST.



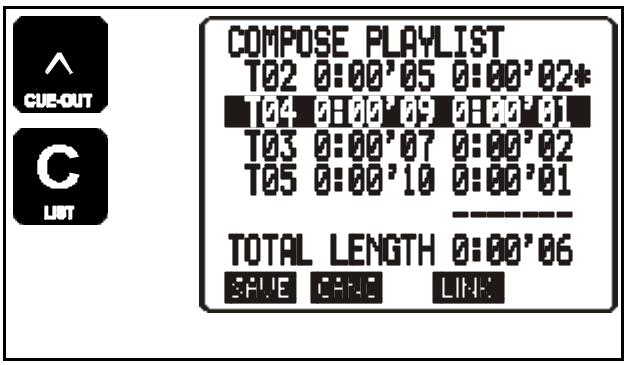
A TAKE may be used several times in the PLAYLIST. After you have used a TAKE from the TAKELIST, it still remains available there. Replacing a TAKE in the PLAYLIST can be done by deleting it from its current position (DEL) and inserting it in the new position (INS).

Linking TAKES

To be able to successively play TAKES from the PLAYLIST as one segment, the TAKES must be joined to each other using the 'link' function.

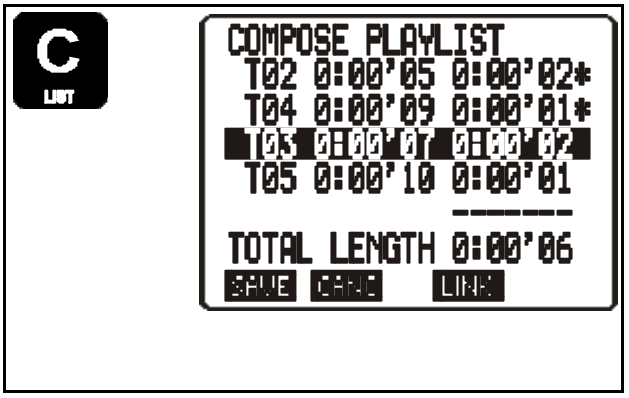
- Select the '∧' key to go to the first TAKE in the PLAYLIST that you want to link.
- Select [C=LINK].

An asterisk (*)appearing behind a TAKE name indicates that the next TAKE is now linked to the current one, and this order of the TAKES will be followed accordingly



The next TAKE is automatically selected.

- Select [C=LINK] again if you wish to link the current TAKE to the next.
- Repeat the procedure for all TAKES you want to join so that they playback as one continuous piece of audio.
- Make sure to exit this screen with [A=SAVE] to store these links.



Checking the Playlist

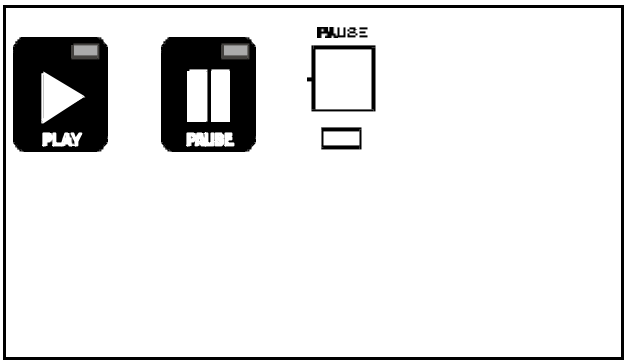
After leaving the 'COMPOSE PLAYLIST' screen (A=SAVE), you will return to the main screen of the PLAYLIST.

Shown here are the number of TAKES in the PLAYLIST, the name of the first TAKE, the duration of the fragment (maybe several TAKES linked together).

© 1999 - Reportermate

The ReporterMate is in the playback pause mode, ready for playout.

Select PLAY or PAUSE or the red square key at the front side to initiate PLAYLIST playback.



All TAKES marked with an asterisk in the PLAYLIST will automatically be followed by the takes linked to it.

The > key will let you hear the last 2 seconds of the TAKE that is currently being played out. This way you can hear the transfer from one TAKE to another in case they are linked.

During playback, a TAKE without an asterisk behind it will automatically put the ReporterMate in the PAUSE mode. You may choose to speak in some connecting sentences, which will lead up to the next item. If desired, start the next take or series of takes by selecting PAUSE or PLAY.

With the '∧' and '∨' keys, you can manually move to another item in the PLAYLIST.

In PAUSE mode, the microphone is automatically **on**. During playback the microphone is automatically **off**.

4.10 Creating recording space

If the flashcard or hard disk contains much stored audio, then you may wish to make free some of that space.

Completely erase

The most effective method is to fully erase the flashcard or hard disk. An empty card or hard disk is the result. To erase all audio:

- Select [D=MENU].
- Go to PC-CARDS, select [A=OK].
- Go to ‘Clear card’, select [A=OK].

A warning will appear to alert you that all audio will be erased. Confirm your intention or cancel.

Completely erase and re-formatting

If you wish to re-format the card in a different format than the current one (for example a format suitable for stereo recording), then all audio will be erased first:

- Select [D=MENU].
- Go to PC-CARDS, select [A=OK].
- Go to ‘Re-init card’, select [A=OK].
- Indicate the format of your choice. See page 81.

A warning will appear to alert you that all audio will be erased. Confirm your intention or cancel.

© 1999 - Reportermate

4.11 PROBLEMS AND THEIR LIKELY CAUSES

The green 'PWR' LED fails to light.	Probably the ON/OFF key was not depressed long enough. Press the ON/OFF key for a few seconds, until the 'PWR' LED is on. The start-up procedure takes about 30 seconds to complete.
The red 'BATT' LED blinks.	The batteries are almost empty. Provide external power supply or replace the batteries.
The audio cannot be heard via the headphone.	Did recording begin with a few seconds of silence? Is the headphone connected to PHONES? Is the PHONES control turned open towards the right? Is the LOCAL/CUE control not turned too far towards the right?
Audio cannot be heard through the internal loudspeaker, but can be heard through the headphone.	Is the speaker turned on? (ON SPKR OFF switch, under the PHONES control)
The main screen does not return, and the PLAYLIST LED remains on.	You are probably in the edit screen of the PLAYLIST. Exit by selecting [A=SAVE] or [B=CANC]. Then select the PLAYLIST key.
The PLAYLIST does not appear, and the PLAYLIST LED remains off.	You are probably in a menu or the TAKELIST. Return to the main screen by selecting [B=BACK] or [D=EXIT].
The TAKES fail to play continuously as one audio segment.	Are the TAKES in the PLAYLIST linked to each other with the 'LINK' function (showing an asterisk)? Did you already exit the edit screen by selecting [A=SAVE] or [B=CANC]?

© 1999 - Reportermate

5 Establishing connections

In the previous chapters we have explained how to record and edit. The result is a PLAYLIST composed of TAKES.

It is actually not always necessary to first edit the recorded audio. You might decide to transfer the raw audio material to the studio in order for it to be edited there.

This chapter deals with the various connections you can establish with the ReporterMate. After a connection is built, there are several options available: you may speak ‘live’ and/or you can transfer recorded audio to the studio. This is described in the next chapter (page 67).

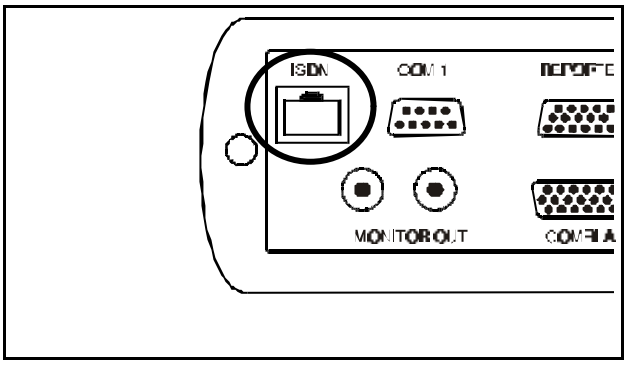
Before you can transfer audio to the studio, a connection must be established. The following sections will describe the ways this can be done.

5.1 ISDN ‘live’ connection

The ReporterMate can transfer audio via ISDN (Integrated Services Digital Network). The built-in CODEC (coder/decoder) digitalises the audio, enabling it to broadcast ‘live’ via ISDN. The return signal is converted back to an analogue signal to allow you to hear it on the headphone.

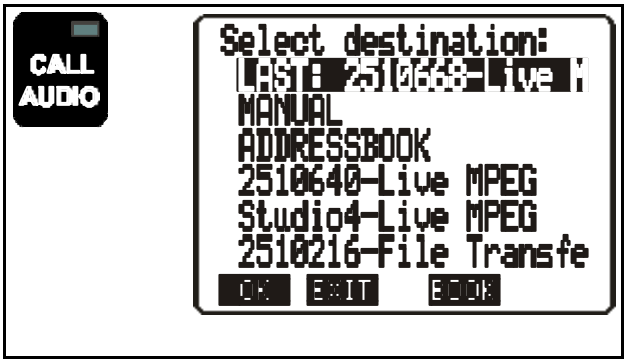
An ISDN connection provides better audio quality than a normal telephone line. One disadvantage of an ISDN signal is that a short delay will occur due to time spent on coding and decoding. That is why during a ‘live’ session, it is advisable for the studio to send you a return signal which excludes your contribution (see page 67).

- Connect the ISDN cable to the ReporterMate. Use the ISDN connector at the rear side.



- Select ‘CALL AUDIO’.

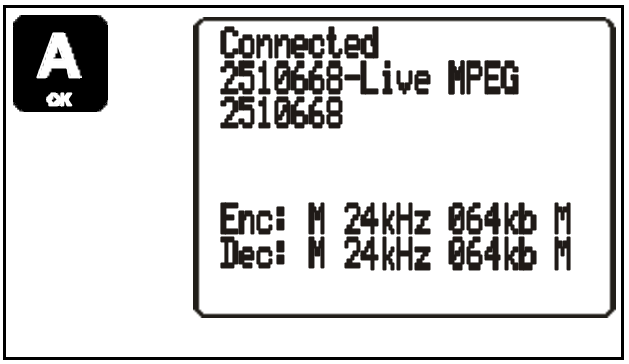
Select between:
LAST (the last number dialed),
MANUAL,
ADDRESSBOOK,
and one of the last 20 numbers dialed.



The last number dialed

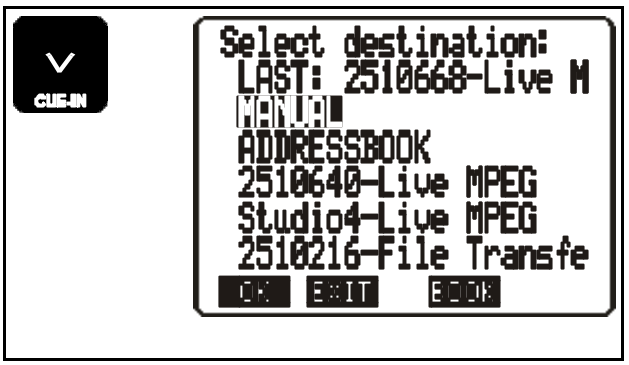
- Select ‘LAST’ and then select [A=OK]. The connection will be established.

Option: you can also select the last number dialed by pressing ‘CALL AUDIO’ twice.

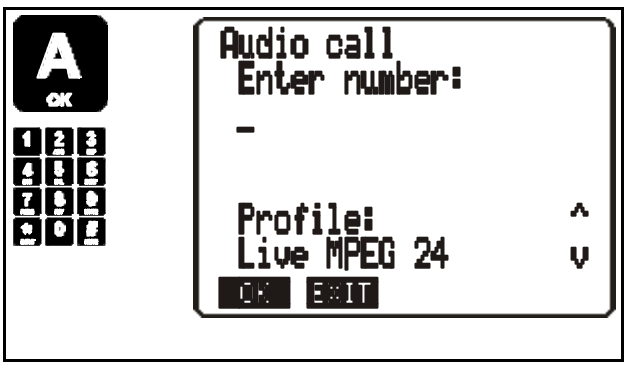


To dial manually

- Select ‘MANUAL’.

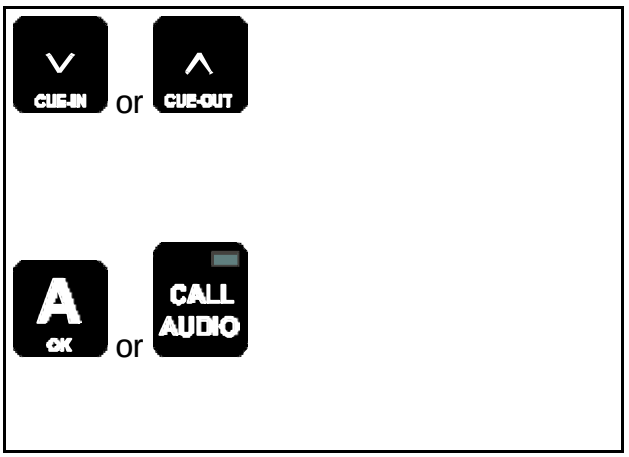


- Select [A=OK]. Enter the desired number with the numeric keys.



- On the screen ‘Profile: Live MPEG24’ has appeared. Select other profiles with the ‘∧’ and ‘∨’ keys if necessary.

  ‘Live MPEG 24’ and ‘Live MPEG 48’ are correct profiles for a live ISDN broadcast.
- Select [A=OK] or press CALL AUDIO.
- The connection will be established.



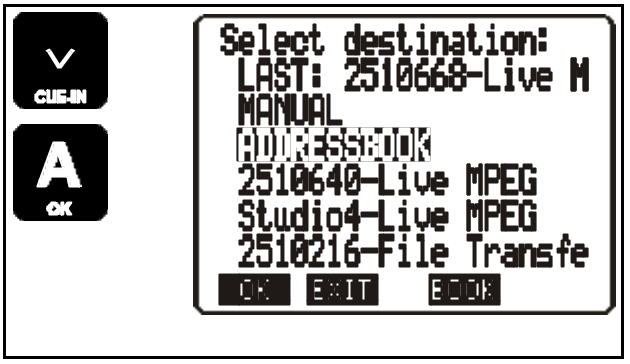
© 1999 - Reportermate

Dialing from the address book

Numbers can be added to the address book using a special Windows application. See description in ‘Annex 1: The Manager software tool’ on page 93.

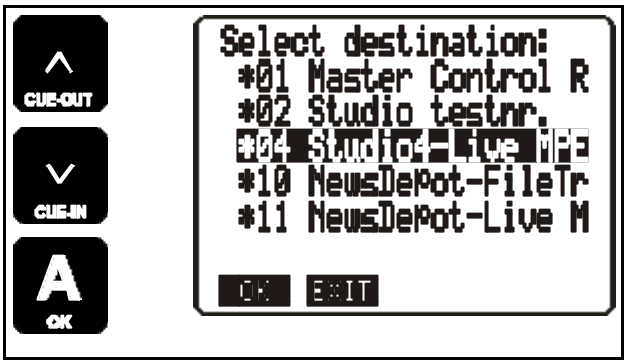
To dial a preset number:

- Select ‘ADDRESSBOOK’
- Select [A=OK].



- Select the desired preset number.
- Select [A=OK].

A connection will be established.



Tip: If the number of the destination is already known, you can also call it directly without having to search for it. For example: if you wish to dial destination 4 in the addressbook, press CALL AUDIO followed by ‘4’. The unit is now already dialling this number. If the destination is higher than 9 (e.g. 42), you have to press ‘*42’ after you have pressed CALL AUDIO.

If the connection fails to be established

If unexpectedly the connection fails to be established, ‘CALL to retry’ appears on the screen. A number counting down towards 0 appears behind the text. Usually, a reason is also given (‘NO ANSWER’, ‘USER BUSY’, etc.).

After reaching 0, the ReporterMate will redial the number.

- Select ‘CALL AUDIO’ to redial immediately, or select ‘END AUDIO’ to stop the procedure.

To disconnect the connection

To disconnect the connection:

- Select ‘END AUDIO’.

Phoning via the second channel

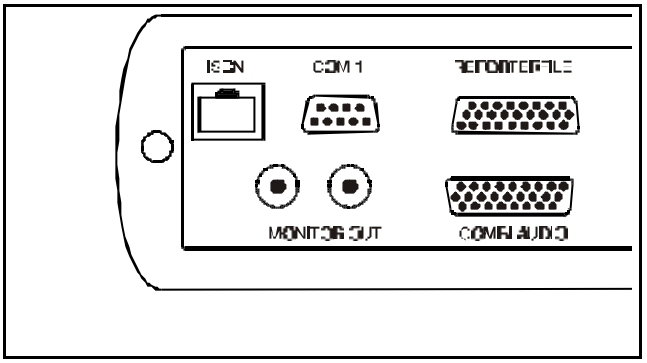
Even when an (MPEG) ISDN connection has already been established, you can still establish a second (telephone) connection with the CALL PHONE function.

LED's in both CALL keys will be on; the LED of the active connection remains on, the LED of the inactive connection blinks. Selecting the blinking LED will activate that connection, and puts the other line on hold.

5.2 Live via PSTN

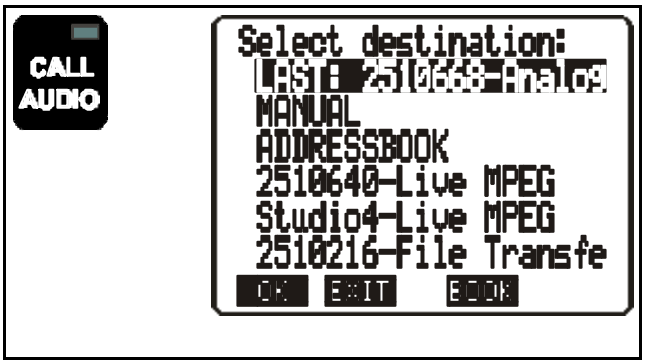
The ReporterMate can transfer audio via a normal telephone line, the PSTN (Public Switched Telephone Network) by using a special adapter cable. The audio quality is lower than when using an ISDN connection, but if ISDN is not available, this offers a viable alternative. This feature is intended for live contribution to the studio and can therefore not be used to record the telephone signal.

- Connect the cable of the special adapter to the COMBI AUDIO connector on the ReporterMate.
- Connect the cable from the PSTN network to the other end of the adapter.



- Select 'CALL AUDIO'.

Select between:
LAST (the last number dialed),
MANUAL,
ADDRESSBOOK,
and one of the last 20 numbers dialed.

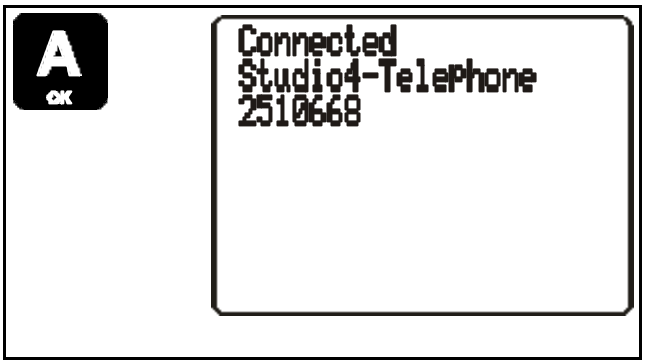


© 1999 - Reportermate

The last number dialed

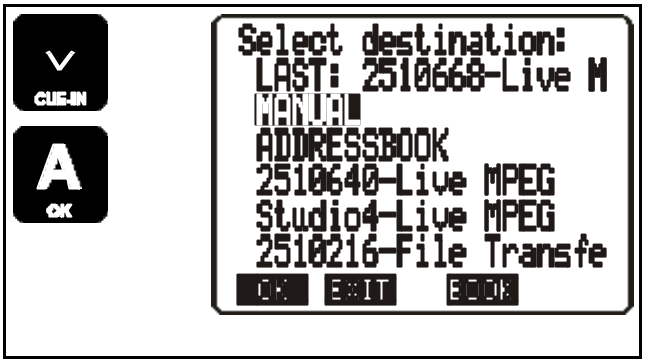
- Select ‘LAST’ and select [A=OK].
  The connection will be established.

Option: you can also select the last number dialed by pressing ‘CALL AUDIO’ twice.



To dial manually (telephone)

- Select ‘MANUAL’.
- Select [A=OK].



- Enter the desired number with the numeric keys.

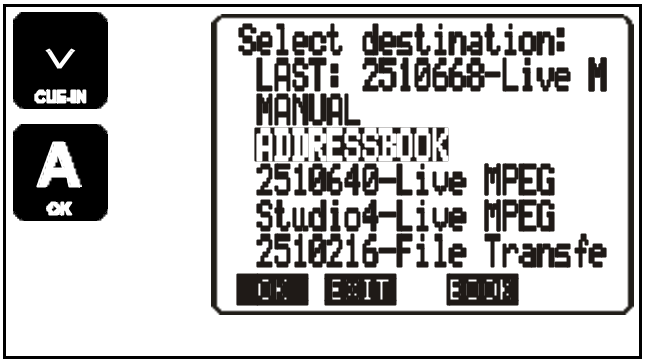
- On the screen ‘Profile: Live MPEG 24’ appeared. Select profile ‘Live phone line’ using the ‘∧’ and ‘∨’ keys.
- Press [A=OK] or press CALL AUDIO.

The connection will be established.

Dialing from the address book

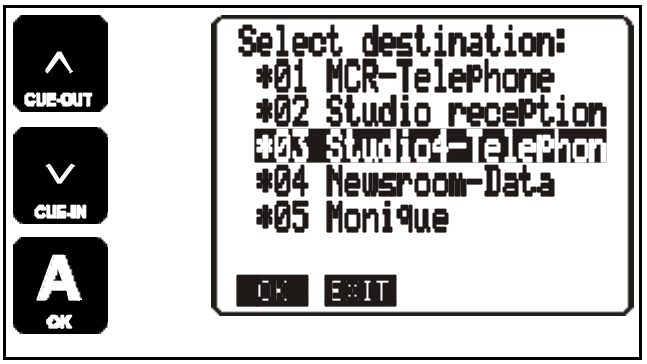
Using a special Windows application, numbers can be added to the ADDRESSBOOK. See description in ‘Annex 1: The Manager software tool’ on page 93.

- Select ‘ADDRESSBOOK’ using the ‘∨’ key.
- Select [A=OK].



- Select the desired preset number using the ‘∧’ and ‘∨’ keys.
- Select [A=OK].

The connection will be established.



If the connection fails to be established

If unexpectedly the connection fails to be established, you will hear the corresponding signals via the headphone. These signals indicate what is going on in the telephone network (such as engaged, no answer, etc.).

- Select ‘CALL AUDIO’ to redial immediately.

OR

- Select ‘END AUDIO’ to stop the procedure.

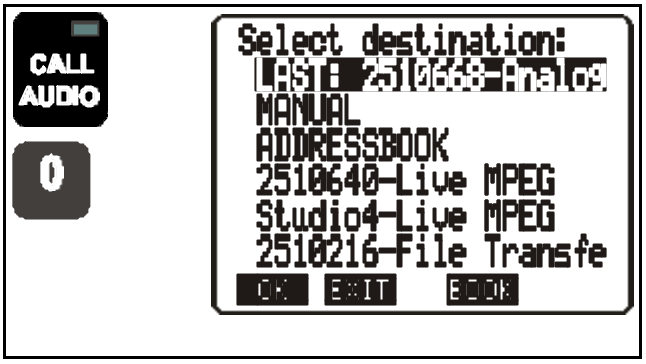
© 1999 - Reportermate

Answer an incoming call on the PSTN adapter

An incoming call coming from the analogue telephone network connected to the PSTN adapter cable on the ReporterMate, will show up as a blinking ‘RING’ light and beeps on this adapter.

- Select ‘CALL AUDIO’.
- Press 0.

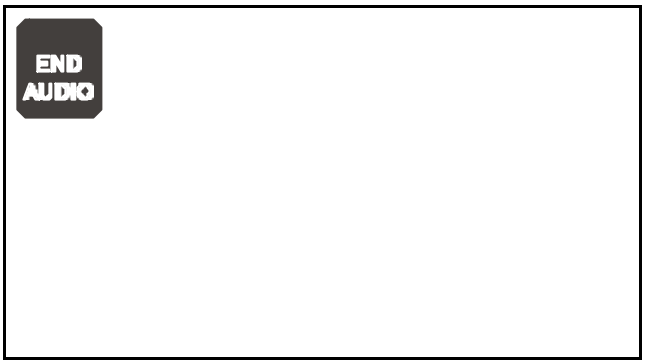
The connection will be established.



To disconnect the connection

To disconnect the connection:

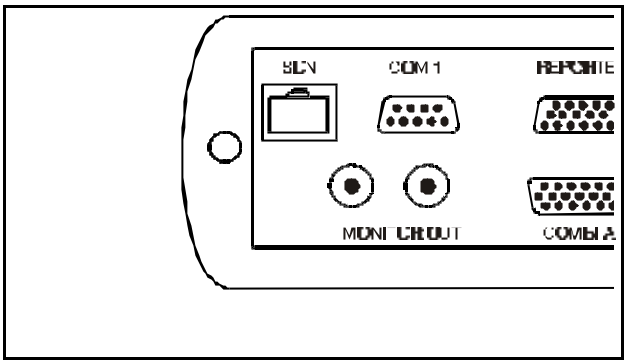
- Select ‘END AUDIO’.



5.3 Telephone connection via ISDN

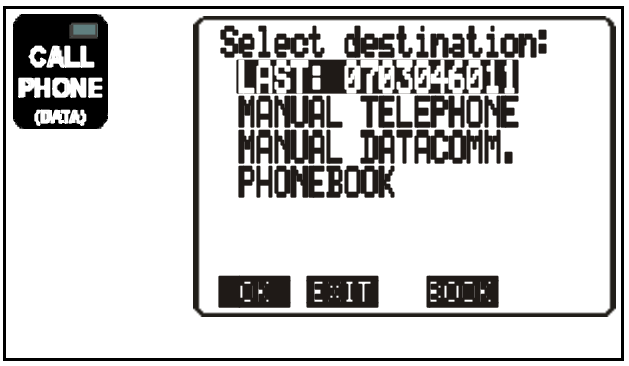
Besides conducting a telephone conversation simultaneously during a high quality audio connection (see paragraph 5.1: ISDN 'live' connection), it is also possible to set up a separate connection via ISDN to a telephone (analogue or digital). This call (interview) can also be recorded on the memory card by selecting RECORD. The level of your voice is adjusted with the MIC/LINE1 fader, and that of the other party is adjusted with the MIC/LINE 2 fader.

- Connect the ReporterMate to the ISDN connector at the rear side using an ISDN cable.



- Select 'CALL PHONE'.

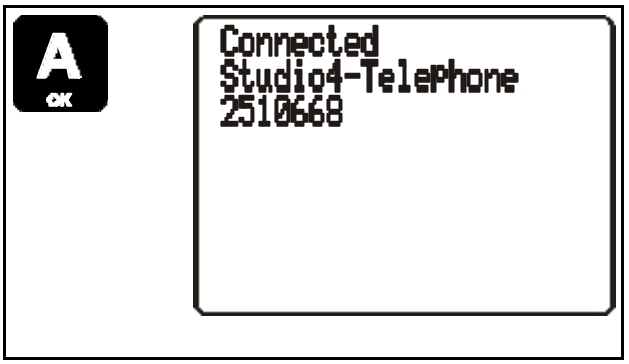
Select between:
LAST (the last number dialed),
MANUAL TELEPHONE,
MANUAL DATACOMM.,
PHONEBOOK,
and one of the last 20 numbers dialed.



The last number dialed

- Select 'LAST' and then select [A=OK]. The connection will be established.

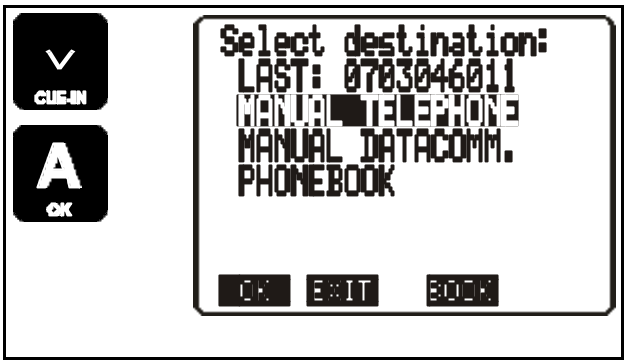
Option: you can also select the last number dialed by pressing 'CALL AUDIO' twice.



© 1999 - Reportermate

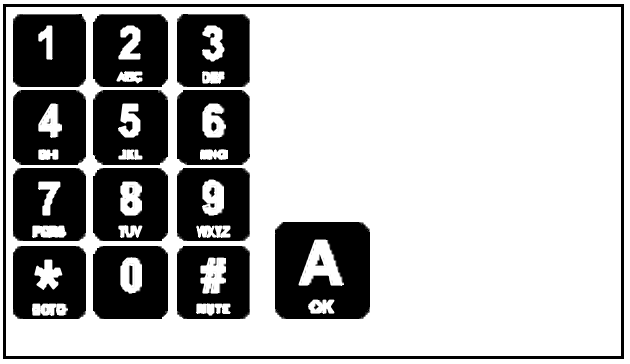
To dial manually (telephone)

- Select ‘MANUAL TELEPHONE’.
- Select [A=OK].



- Enter the desired number with the numeric keys, then select [A=OK].

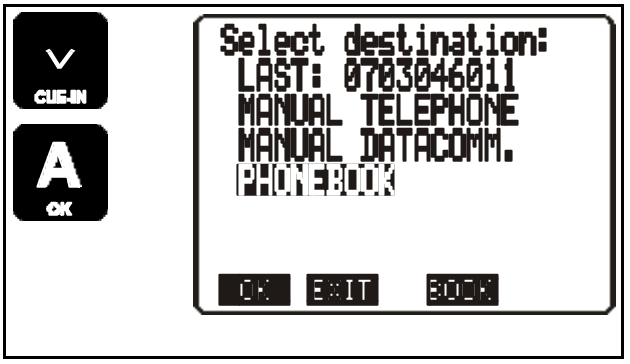
The connection will be established.



Dialing from the phonebook

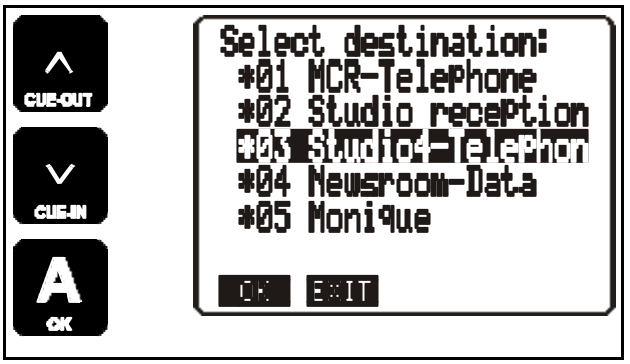
Using a special Windows application, numbers can be added to the PHONEBOOK. See description in **Fout! Verwijzingsbron niet gevonden.**.

- Select ‘PHONEBOOK’.
- Select [A=OK].



- Select the desired preset number.
- Select [A=OK].

The connection will be established.



If the connection fails to be established

If unexpectedly the connection fails to be established, ‘CALL to retry’ appears on the screen. A number counting down towards 0 appears behind the text.

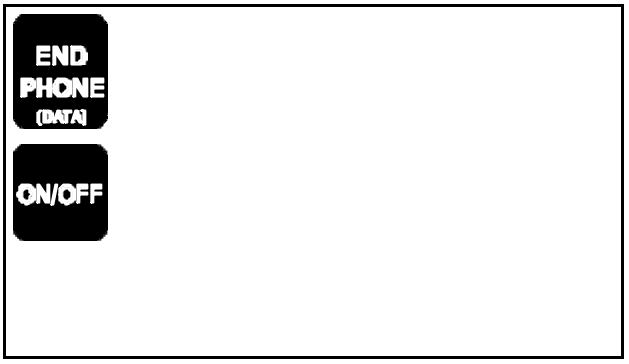
After reaching 0, the ReporterMate will redial the number.

- Select ‘CALL PHONE’ to redial immediately, or select ‘END PHONE’ to stop the procedure.

To disconnect the connection

To disconnect the connection:

- Select ‘END PHONE’.
- Turn the ReporterMate off.
- Detach the cable.

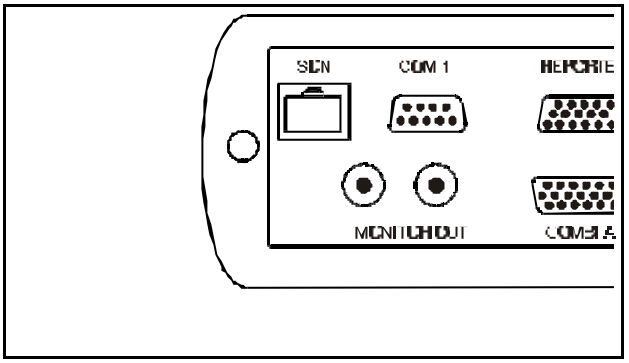


5.4 Incomming call (on ISDN)

An incoming call on ISDN can be either a high quality audio call (MPEG), or a plain telephone call.

Connections

- Use the included ISDN cable to connect the ISDN interface on the back panel to a so-called NT1 of the ISDN provider.



Except for specific situations as described below, an incoming call will cause audio-signals on both the headphones and the internal speaker and the CALL AUDIO or the CALL PHONE key will blink.

© 1999 - Reportermate

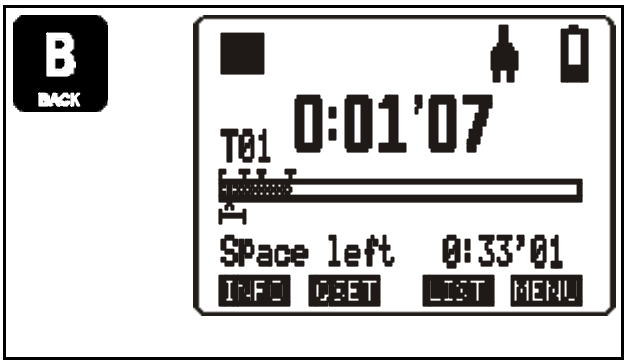
‘Incoming call’ modes

There are three possible settings for incoming calls:

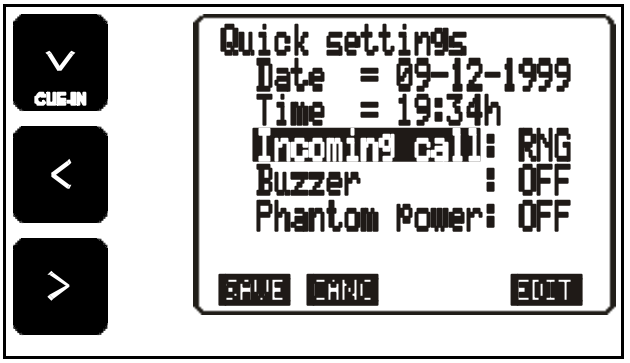
- ‘NO’: The call will be ignored by the ReporterMate. The user will notice anything. The calling party will hear an engaged signal. This setting may come in handy if the user does not want to be disturbed for instance during a recording.
- ‘RNG’: As a result of a call the ReporterMate will ring like a standard telephone. An incoming MPEG call will result in a blinking CALL AUDIO key and an incoming telephone call in a blinking CALL PHONE key.
- ‘AUT’: The call will be answerred automatically. The user will hear a single beep and see a single blink on one of the CALL keys. With this setting, the user does not need to know how to operate the unit and can simply put on the headset and wait for the studio to talk to him/her. This only will work if the ReporterMate is in the idle state. Otherwise the unit will return to ‘RNG’ mode if the unit is being used (recording or a call is online),

Setting the ‘Incoming call’ mode

- Press [B=QSET]



- Use ‘v‘ to go to the option‘Incoming call’
- Press ‘<’ of ‘>’ to set it to NO, RNG or AUT

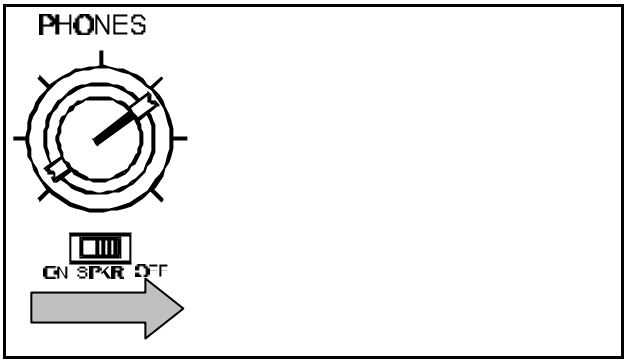


Limit the attention signals

Sometimes audio signals are not desired to indicate an incoming call (e.g. when you are recording a meeting). You can switch off the internal speaker, disable the audio signals to both the speaker and the headphones and the incoming call can even be ignored ('incoming call' mode = NO).

Switch off the internal speaker

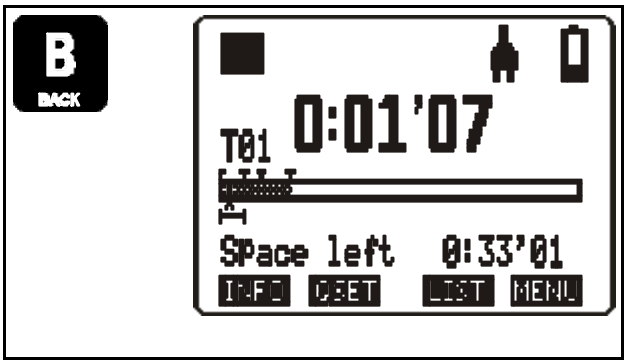
To prevent all signals (even the one indicating the start of a recording) coming out of the internal speaker, the SPKR switch right beneath the PHONES control should be set to OFF.



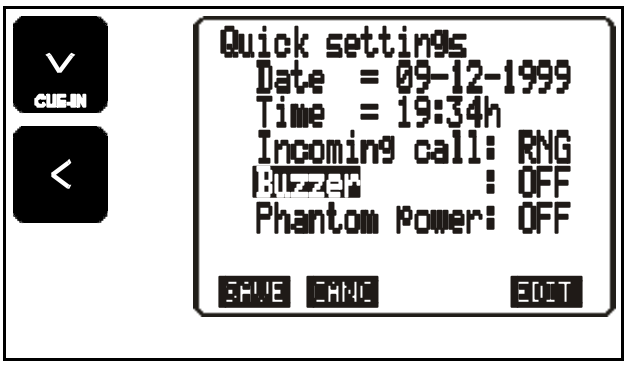
Disable all audio signals

Go to Quick Settings and set Buzzer to OFF, to disable all audio signals to both the speaker and the headphones.

- Press [B=QSET]



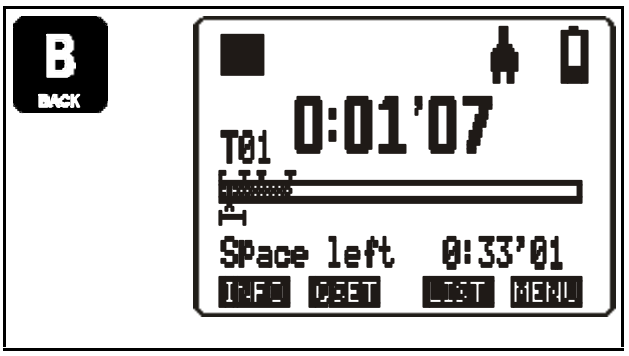
- Use '∨' to go to the option 'Buzzer'
- Press '<' to set the Buzzer to OFF



Ignore incoming calls

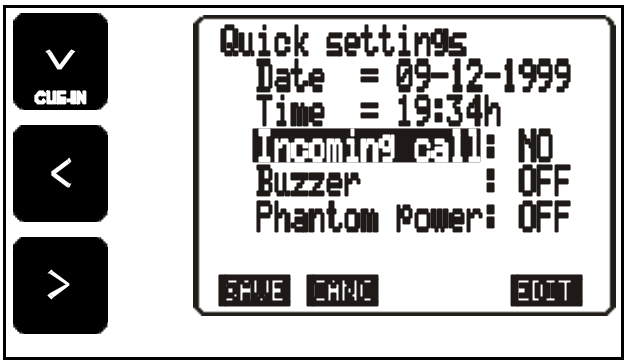
Set the 'incoming call' mode to NO, to ignore any incoming calls.

- Press [B=QSET]



© 1999 - Reportermate

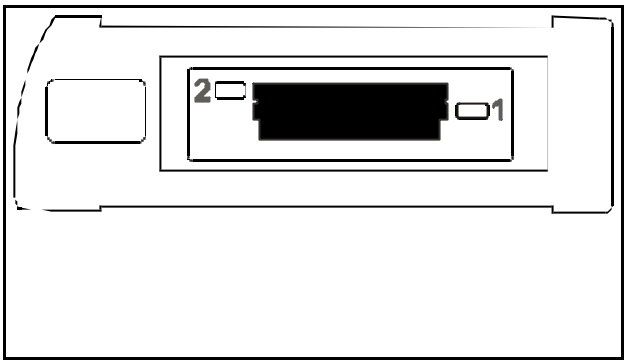
- Use ‘v‘ to go to the option ‘Incoming call’
- Press ‘<’ or ‘>’ to set it to NO



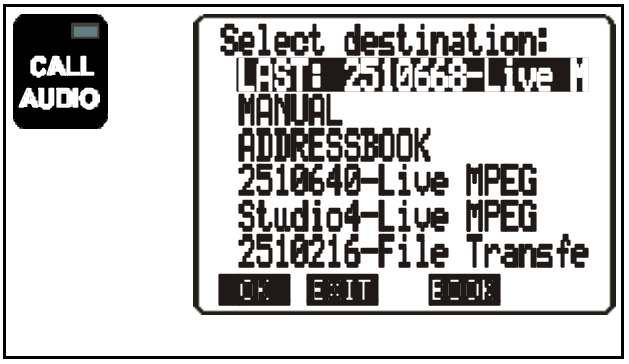
5.5 To send audio files (FTP or network)

Via a modem connection, the ReporterMate can send files to a file server using FTP (File Transfer Protocol). You can use a PCMCIA modem card (GSM, PSTN or ISDN).

- Connect the ReporterMate to the relevant network (GSM, PSTN or ISDN) by inserting a modem card into PCMCIA slot 2.



- Select ‘CALL AUDIO’.
- Select between:
  LAST (the last dialed number),
  MANUAL,
  ADDRESSBOOK.

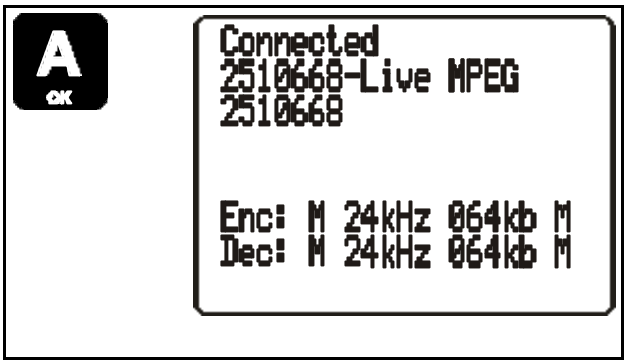


- Indicate whether you wish to send the entire recording, the PLAYLIST, or only certain TAKES. See ‘To send certain TAKES’ on page 63, or ‘Whole card or PLAYLIST’ on page 63.

The last dialed number

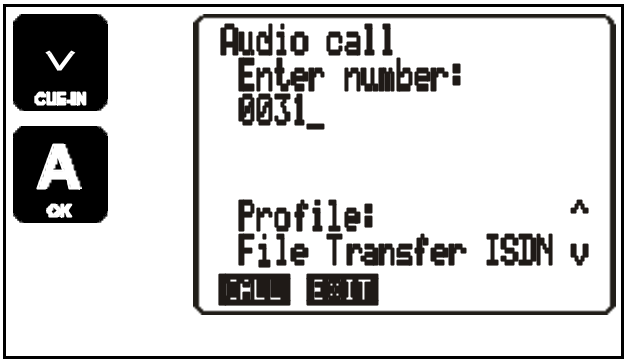
If the last dialed number is a remote dial-up number of the FTP-server:

- Select ‘LAST’ and select [A=OK]. The connection is established.



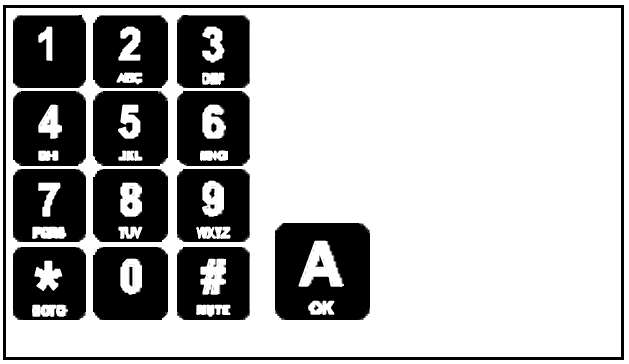
To dial manually

- Select ‘MANUAL’.
- Select [A=OK].
- Select the appropriate profile.



- Enter the desired number with the numeric keys, select [A=OK].

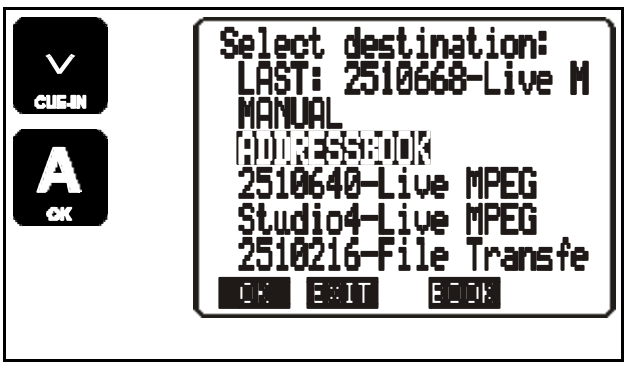
The connection will be established.



Dialing from the addressbook

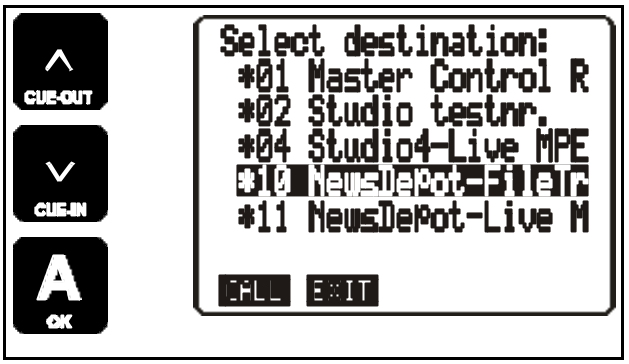
Using a special Windows application, numbers can be added to the ADDRESSBOOK. See description in ‘Annex 1: The Manager software tool’ on page 93.

- Select ‘ADDRESSBOOK’.
- Select [A=OK].



© 1999 - Reportermate

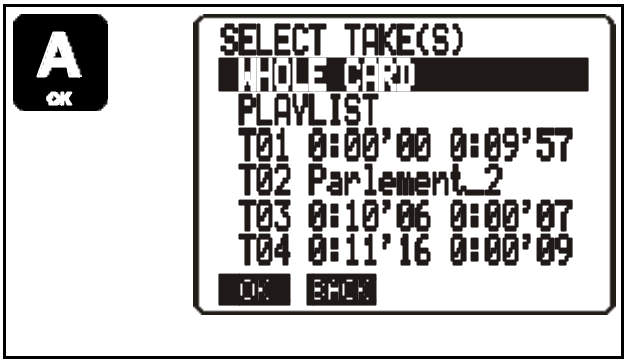
- Select the desired preset number.
- Select [A=OK].
- Indicate whether you wish to send the whole file, the PLAYLIST, or only certain TAKES.



Whole card or PLAYLIST

- Select WHOLE CARD or PLAYLIST.
- Select [A=OK].

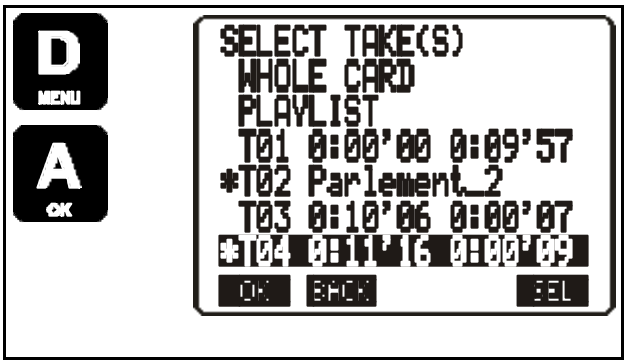
The connection will be established, and the chosen audio file is sent.



To send certain TAKES

- Go to the desired TAKE. Place an asterisk in front of the TAKE by selecting [D=SEL], then [A=OK].

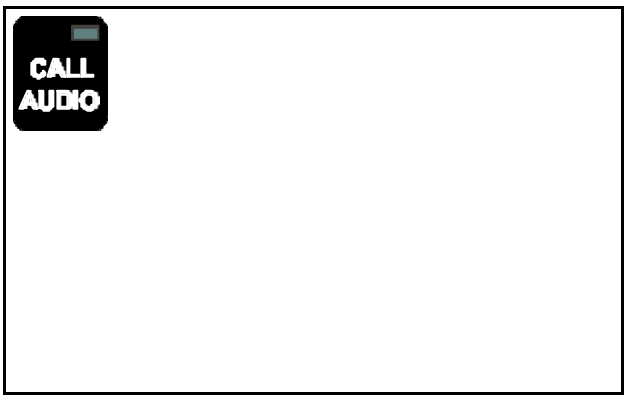
The connection will be established, and the chosen audio file is sent. Afterwards the connection automatically ends.



To disconnect a connection

The connection will automatically be disconnected after the audio has been transferred. To interrupt and disconnect the connection manually:

- Press END AUDIO.

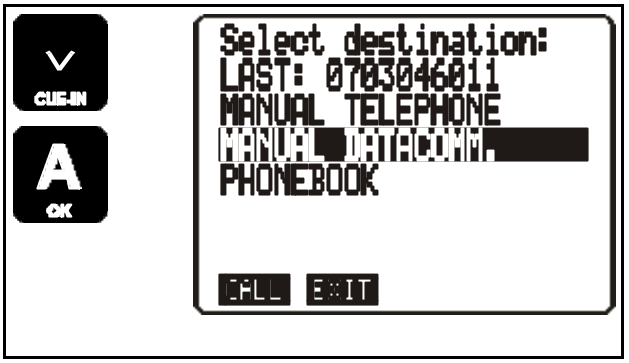


5.6 PC connection (DATA)

The ReporterMate can establish a data connection with the studio by using a PC. You need to connect the COM1 connector at the rear side of the ReporterMate to the serial port of a PC, and connect the ReporterMate to the ISDN network. This enables you -for example- to view the NewsRoom system in the studio via a PC and to become updated with the most recent news.

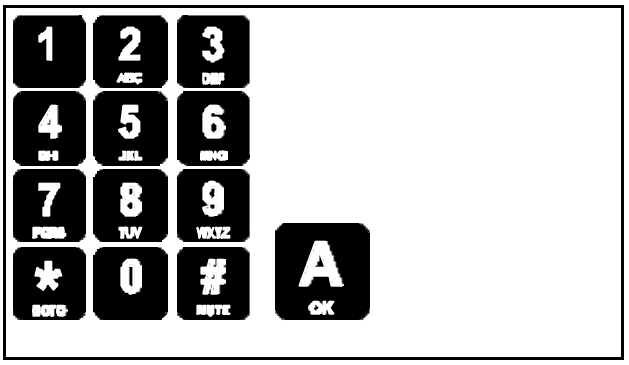
To dial manually (datacomm)

- Select ‘MANUAL DATACOM’.
- Select [A=OK].



- Enter the desired number with the numeric keys, select [A=OK].

The connection will be established.



A data connection can also be established with the redial function, or the use of the PHONEBOOK, as described in paragraph 5.3.

Certain settings are necessary in order for a PC connection to be established. These settings are usually already set by the studio. See ‘COM1 speed’ and ‘COM1 settings’ in the COMMUNICATIONS menu.

© 1999 - Reportermate

5.7 PROBLEMS AND THEIR LIKELY CAUSES

The green 'PWR' LED fails to light.	Probably the ON/OFF key was not depressed long enough. Press the ON/OFF key for a few seconds, until the 'PWR' LED is on. The start-up procedure takes about 30 seconds to complete.
The red 'BATT' LED blinks.	The batteries are almost empty. Provide external power supply or replace the batteries.
The ISDN connection fails to be established; in the screen 'CALL to retry' appears.	Select CALL AUDIO to dial again.
The ISDN connection fails to be established, in the screen 'unknown error' appears.	Check both ends of the ISDN cable to ensure it is correctly connected. Check the COMMUNICATION menu to ensure the correct ISDN-TA has been selected (See page 82).
The ISDN connection fails to be established, in the screen 'NO ANSWER' or 'USER BUSY' appears.	Check with (via the telephone, for example) the receiving party to ensure all equipment is standing by properly.
The ISDN connection appears to be established, but the FRM indication fails to light.	Check if the ReporterMate is programmed with the same protocol as the equipment of the receiving party. See menu AUDIO SETTINGS – 'mode'.
The PSTN connection fails to be established.	Check to ensure that the PSTN adapter cable is inserted into the COMBI AUDIO connector. Check if the special adapter is connected to PSTN network.

© 1999 - Reportermate

6 Transferring audio to the studio

The ReporterMate can transfer audio in several ways. Previously, we described ways to establish an ISDN or a PSTN connection with (for example) the studio.

6.1 Return signal

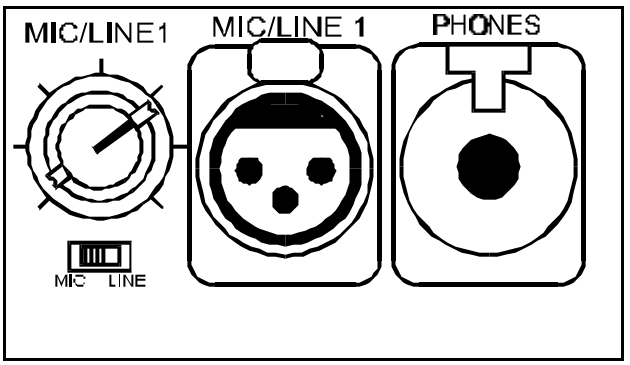
To communicate with the studio, you need a return signal.

Because it takes some processing time to digitalise the audio for an ISDN connection, delays occur when you send a signal to the studio. When the studio sends a return signal including your contribution, you will hear your contribution delayed. This tends to be problematic during a 'live' session.

It is therefore common for the studio to send a 'selective' return signal (or 'n-1'): a signal not containing your contribution.

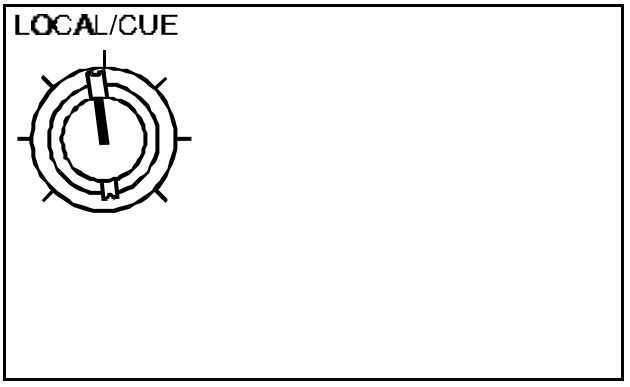
6.2 Speaking

- Plug in the headphone and turn on the corresponding control.
- Switch the internal loudspeakers off (ON SPKR OFF switch).
- Connect the microphone to MIC/LINE 1 and turn on the corresponding fader.



- By checking if your voice can be heard through the headphone, you have tested both the microphone and the headphone.
- Establish an ISDN or a PSTN connection with the studio (see chapter 5).

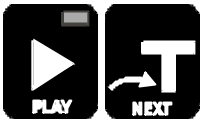
- Adjust the volume of the return signal in relation to your contribution. For an ISDN AUDIO connection, use the 'LOCAL/CUE' control. For a telephone connection (through PSTN or ISDN), mix MIC/LINE1 (your signal) and MIC/LINE2 (the joining party).
- Begin interaction with the studio to start a 'live' session.



6.3 To transfer raw audio

If the audio is to be transferred and edited in the studio, then you do not need to make a PLAYLIST.

- Connect the microphone and headphone, check to see whether they are functioning properly.
- Check to ensure your raw audio is standing by.
- Establish a connection with the studio; confer with a colleague in the studio if necessary.
- Select PLAY to begin playback. The microphone is automatically turned off. During playback you can not use the microphone (or see paragraph 6.6).
- If necessary, select 'NEXT' to skip to the next marker.

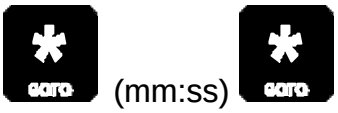


To go to another position:

- Select GOTO, enter the desired position (in mm:ss), and select GOTO again.

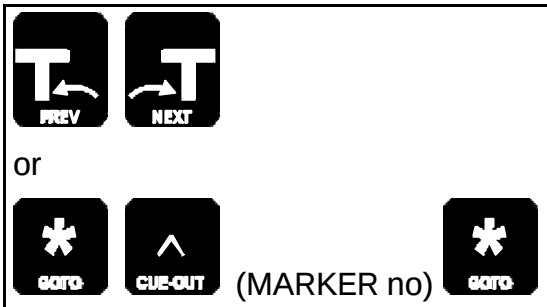
To go to the beginning of the recording (0:00'00):

- Select GOTO twice.



To skip to the desired marker:

- Select PREV or NEXT to skip to the marker where you wish to begin.
- OR: select GOTO, then select the '^' key; enter the number of the desired marker, select GOTO again.

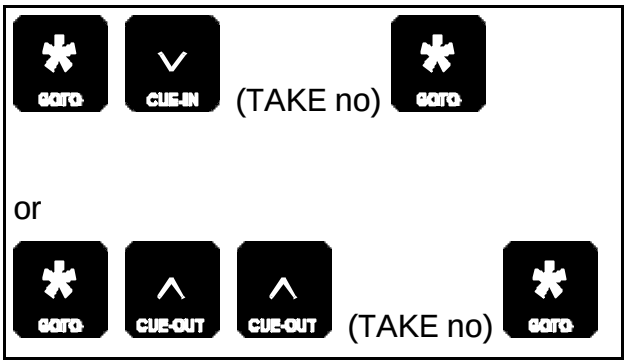


© 1999 - Reportermate

To skip to a desired TAKE:

- Select GOTO, then select the '∨' key; enter the number of the desired TAKE, select GOTO again.

(After selecting GOTO for the first time, selecting the '∧' key twice has the same effect as selecting the '∨' key once).

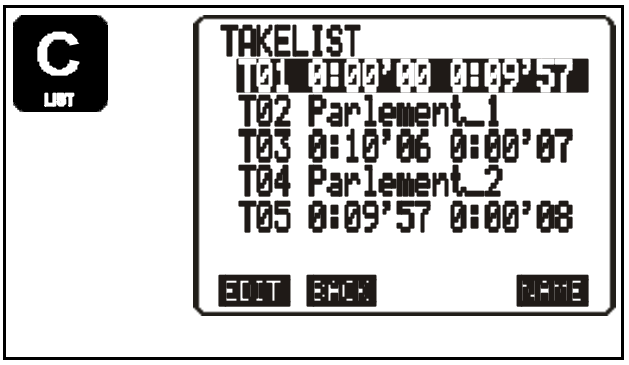


6.4 To transfer TAKES

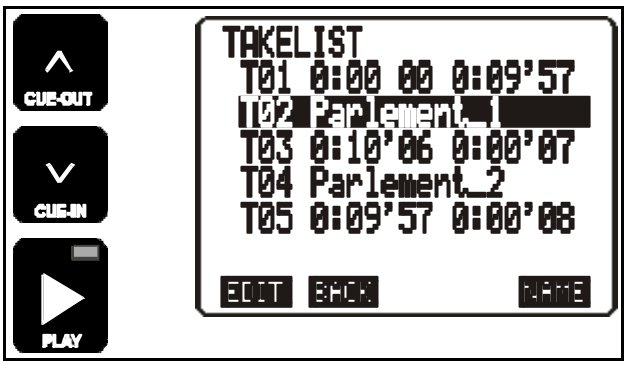
If you wish to transfer a few TAKES to the studio, it is not necessary to make a PLAYLIST first. You can transfer TAKES directly from the TAKELIST.

- Connect the microphone and headphone, and check to ensure they are properly functioning.

- Select [C=LIST] to go to the TAKELIST.
- Determine which TAKES you wish to send. You may choose to attach names to the TAKES.
- Establish a connection with the studio. If necessary, confer with your colleague in the studio.



- Select the desired TAKE.
- Select PLAY to begin playback. The microphone will automatically turn off. During playback you can not use the microphone (or see paragraph 6.6).



- Wait until after the entire TAKE has been played back. Playback stops and the microphone can be used again.

If desired, select the next TAKE and press PLAY again.

6.5 PLAYLIST playback (with/without LIVE fragments)

You can send a previously arranged PLAYLIST to the studio, if desired with inserted 'live' fragments.

- Connect the microphone and headphone, and check to ensure they are properly functioning.

- Select PLAYLIST to have the desired TAKES stand-by.
- Use the < and > keys to select any TAKE from the TAKELIST manually.
- Establish a connection with studio. Confer with a colleague in the studio if necessary.

- Select PLAY to begin playback. The microphone is automatically turned off.

If you have linked the TAKE in the PLAYLIST with the 'LINK' command (showing an asterisk), then the next TAKE will be played successively.

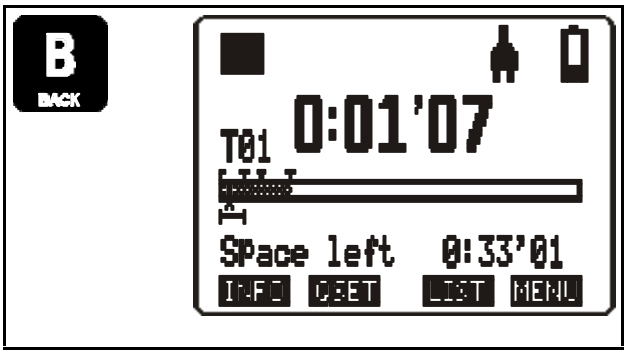
After playback of a TAKE without a 'LINK' asterisk, playback will end. If desired you may use the microphone again.

6.6 Automatic contribution of the PLAYLIST

An interview can be pre-processed, put in the PLAYLIST and be sent to the studio automatically when the studio dials into the ReporterMate. The only setting that needs to be changed for this is the 'Incoming call' mode, which has to be set to AUT.

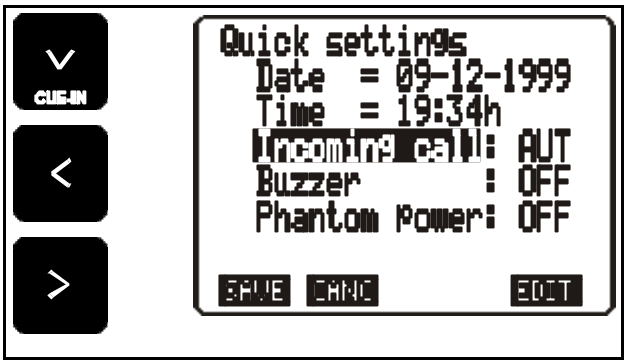
Setting the 'Incoming call' mode to AUT

- Press [B=QSET]



© 1999 - Reportermate

- Use ‘v‘ to go to the option ‘Incoming call’
- Press ‘<’ or ‘>’ to set it to AUT



When the first item in the PLAYLIST is ready and the ‘Incoming call’ mode is set to AUT, all the ReporterMate needs, is to be connected to ISDN and be in PLAYLIST mode (press the PLAYLIST ket)

6.7 Speaking ‘live’ and audio playback with Voice-Over

Normally, it is desirable not to hear your microphone during playback of raw audio, a TAKE or PLAYLIST. For this reason the microphone is automatically turned off during playback (even if the volume fader for MIC/LINE 1 is open).

Sometimes you may choose to speak ‘live’ over the recorded audio. In such a case you can use the VOICE-OVER function. For this to work, you must have compiled a PLAYLIST.

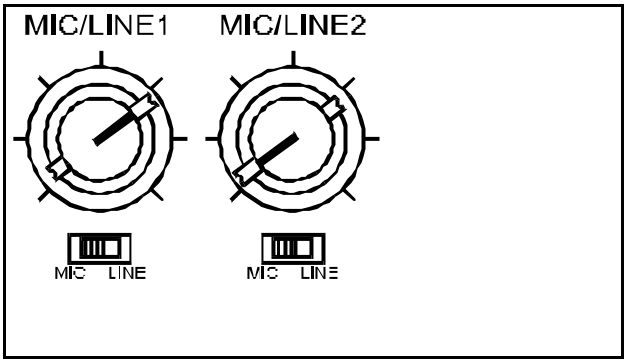
The option ‘Faderstart’ in the AUDIO SETTINGS menu must be selected for the following description. If not, the takes are started manually with PLAY and/or PAUSE.

- Connect the microphone to MIC/LINE 1.
- Connect the headphone and check to see that it functions properly.

- Select PLAYLIST to have the desired audio standing by.
- Establish a connection with the studio. If desired, confer with studio colleagues.
- Select ‘V/OVER’. A green LED is on and will remain lit.

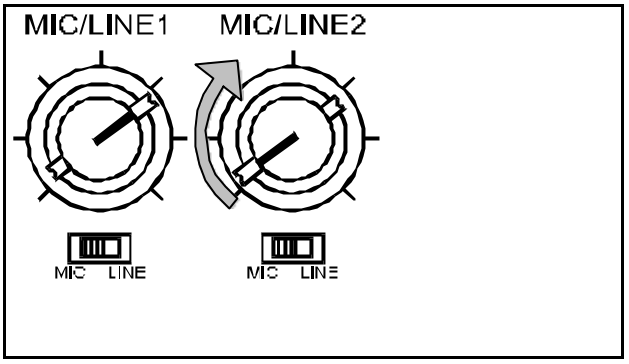
If you wish to begin the fragment gently:

- Turn off the MIC/LINE 2 fader completely. During VOICE-OVER, this fader will be used for starting and adjusting the volume of your PLAYLIST.



You can also start by pressing the PLAY key. In such a case, turn on the MIC/LINE 2 fader to the proper level.

- Speak your 'live' text into the microphone.
- Turn the MIC/LINE 2 fader open to start the PLAYLIST.



Caution: Never switch the Voice-Over function on or off during PLAY. This will cause a hiccup in the audio arriving in the studio.

© 1999 - Reportermate

6.8 Transcoding with Voice-Over

When a recording has been made in a different quality than the ISDN connection via which the audio must be transferred, you will need some kind of adjustment (transcoding). A stereo recording can then be sent (in mono) to the studio through a mono ISDN connection.

The only exception to this is when you have a 64M24k recording and you want to make a 64M48k connection (Live MPEG 48). This is not possible due to the fact that the ReporterMate's hardware can not 'up-sample' (make 48k from 24k).

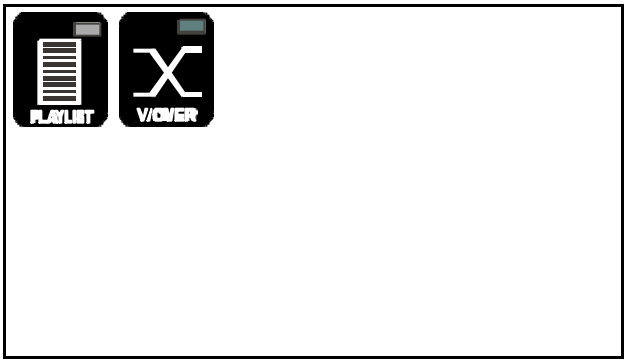
Section 6.6 describes how this can be used.

6.9 Record Voice-Over

You can also prepare and record your VOICE-OVER audio on the flashcard or hard disk. Be sure you still have enough recording space available.

- Prepare the PLAYLIST as described earlier.

- Have the PLAYLIST stand-by and select V/OVER.



- Select REC to start recording.
- Speak in your text and start the PLAYLIST by pressing PLAY or using the MIC/LINE 2 fader (which also adjusts the volume level of the PLAYLIST playback).

- Select STOP.

A new TAKE has been made with your entire report, including the texts spoken over the original text (e.g. a translation).

If desired, you can now establish a connection with the studio to transfer this completed version.

© 1999 - Reportermate

6.10 PROBLEMS AND THEIR LIKELY CAUSES

The microphone signal cannot be heard via the headphone, and the indication LED's for the recording level do NOT respond to the microphone signal.	Check if the microphone is connected to the MIC/LINE 1 input. Check if the switch under MIC/LINE 1 is switched to MIC. Check if the phantom power is on (if a condenser microphone is used). Check to ensure the MIC/LINE 1 fader is open. Check if the ReporterMate is not playing back (during playback the microphone is automatically turned off). Check the menu to ensure that the input is set to 'analogue' (see page 78).
The microphone signal cannot be heard via the headphone, but the indication LED's for the recording level DO respond to the microphone signal.	Check if the headphone is connected to the 'PHONES' output. Check to ensure the 'PHONES' control is open. Check to ensure the LOCAL/CUE control is not turned too far to the right.
The microphone signal sounds hollow or it beeps.	Check to ensure the loudspeaker is off (the ON SPKR OFF switch under the PHONES control). Check that the headphone sits properly on both ears, and/or tune down the PHONES control.
The PLAYLIST fails to playback via ISDN.	The PCMCIA card could have been initialized in another MPEG format than the established connection. To re-initialize at this time is not preferable, since all audio will be lost. It may be helpful to use the VOICE-OVER function to transfer your audio. In that case the audio will be re-coded in MPEG. See page 70. BEWARE: If you use the above method, then do not forget to turn the microphone off (since the microphone is always on during VOICE-OVER).

The TAKES from the PLAYLIST fail to play as a whole successively.	Are the TAKES connected with the 'LINK' command (indicated with an asterisk in the PLAYLIST edit screen)? Did you select [A=SAVE] before exiting the PLAYLIST edit screen? You should see the PLAYLIST main screen where the time indication graph shows the duration of the PLAYLIST.
Voice-Over: The PLAYLIST cannot be heard after selecting PLAY.	Check if the MIC/LINE 2 fader is open; use it to adjust the playback volume of the PLAYLIST.

© 1999 - Reportermate

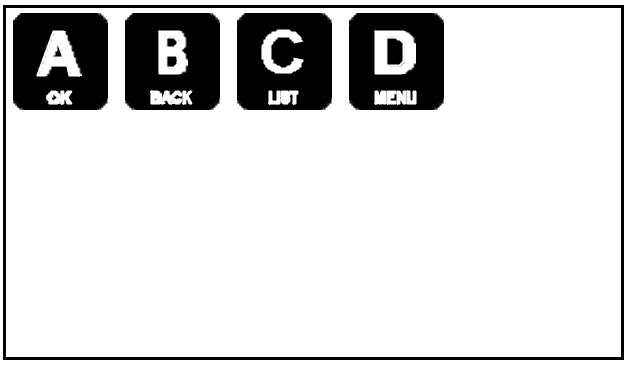
7 Menu

7.1 Working with the menu

Use the menu to change certain settings of the ReporterMate. The various options are presented in a tree-structure, as described on page 12.

Softkeys

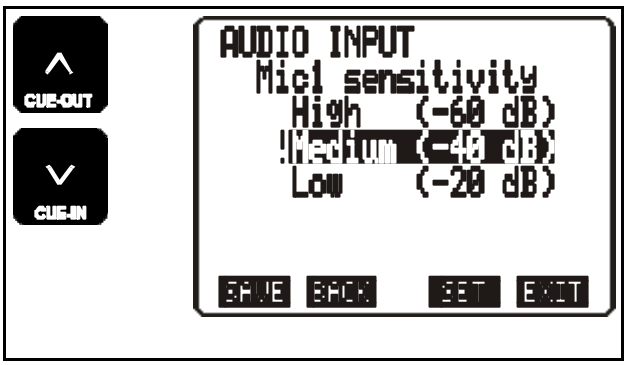
Be aware of the text for the Softkeys A, B, C, and D in the display. If the screen is occupied by the menu, then the text on the keys themselves becomes valid: [A=OK] and [B=BACK].



Navigating with the cursor keys

With the '∧' and '∨' keys you can move the pointer up and down.

If you wish, confirm your choice with [A=SAVE].



With < you can go back one step; just as with [B=BACK].

With > you can go one step ahead; just as with [A=OK].

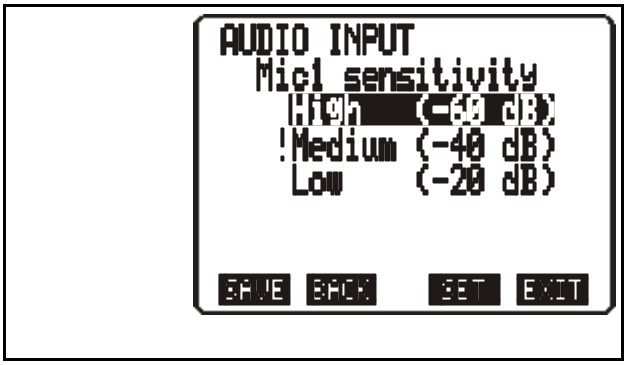
You may determine whether to use the cursor keys or the softkeys [A] and [B].

To change settings

Via the menu you can change settings such as switching phantom power on or off for the condenser microphones.

When making a choice, the '!' symbol will indicate which option is active at that moment.

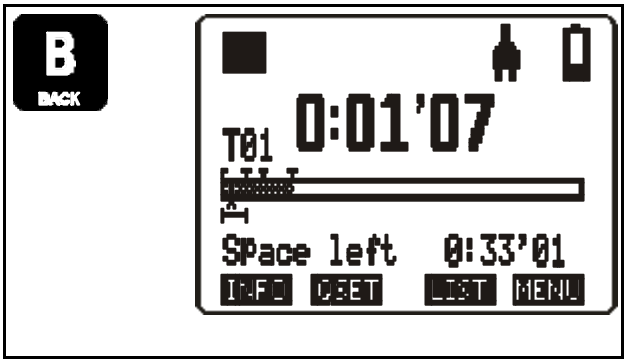
Use the '∧' and '∨' keys to go to the option. Try out the option by selecting [C=TRY]. If desired, select [A=SAVE] to confirm.



7.2 Quick settings (QSET)

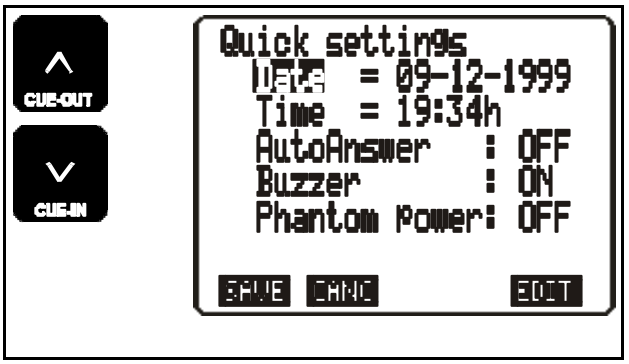
In order to quickly change settings during operation, you can change certain settings within the quick settings (QSET) function.

- Go to the main screen and select [B=QSET].



With the '∧' and '∨' keys you can move the cursor up and down.

If you wish, change the setting with [D=EDIT] for date or time, or < and > for the other settings.



© 1999 - Reportermate

Date and time

Changing these settings is important when you do a file transfer (through a network or directly with a card swap) and you wish to have the right time stamp on that file.

Incoming CallThere are three possible settings for incoming calls:

- 'NO': The call will be ignored by the ReporterMate. The user will notice anything. The calling party will hear an engaged signal. This setting may come in handy if the user does not want to be disturbed for instance during a recording.
- 'RNG': As a result of a call the ReporterMate will ring like a standard telephone. An incoming MPEG call will result in a blinking CALL AUDIO key and an incoming telephone call in a blinking CALL PHONE key.
- 'AUT': The call will be answered automatically. The user will hear a single beep and see a single blink on one of the CALL keys. With this setting, the user does not need to know how to operate the unit and can simply put on the headset and wait for the studio to talk to him/her. This only will work if the ReporterMate is in the idle state. Otherwise the unit will return to 'RNG' mode if the unit is being used (recording or a call is online),

Buzzer

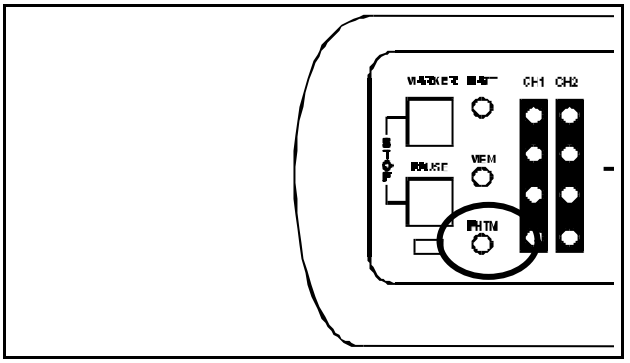
The unit gives out warning tones to the headphones and the internal speaker (if turned on) such as 'recording has started' or 'recording has stopped'. If you do not wish to have these tones, the buzzer can be switched off. The loudness of these tones can be set in the menu (see also page 82).

Phantom power

Condenser microphones, such as the Shure SM87 or the AKG C452, require a phantom power supply, whereas dynamic microphones such as the Shure SM58 or the Sennheiser MD-21 do not.

If your microphone needs phantom power:

- Check if the PHTM indication LED is on. If not, set to ON with >, then [A=SAVE].



7.3 AUDIO INPUTS menu

Mic1 sensitivity	High (-80 dB) Medium (-60 dB) Low (-40 dB)	Gain for microphone input 1. 'High' means high gain, which may lead to distortion. 'Low' yields low gain, which can be too soft for soft-spoken people.
Mic2 sensitivity	High (-80 dB) Medium (-60 dB) Low (-40 dB)	Gain for microphone input 2.
Mono/Stereo	Mono Stereo	Choice between mono and stereo when used without a recording medium (flashcard of hard disk). Mono: both input signals are added and go to both outputs. Stereo: input 1 goes to output 1, and input 2 goes to output 2. If a flashcard or hard disk is inserted, then the format of the card determines the mono/stereo setting.
Analog/Digital input	Analog Digital	Choice between analog or digital input. For digital input, use the special AES/EBU adapter cable for the COMBI AUDIO connector (XLR socket).

7.4 AUDIO SETTINGS menu

Monitor out select		Select which mix you wish to hear on the line outputs:
	ISDN / PLAY	Only the return signal from the studio or audio from the card during playback.
	Local Inputs	Only the audio signals that are locally being input

© 1999 - Reportermate

Mode / Quality	Mono (24M 064) Mono HiFi (48M 192) Stereo (48J 128) Stereo HiFi (48S 256)	24 kHz, mono, 64 kbit/s 48 kHz, mono, 192 kbit/s 48 kHz, joint stereo, 128 kbit/s 48 kHz, stereo, 256 kbit/s
	More: 48M 064 48M 128 48S 384	 48 kHz, mono, 64 kbit/s 48 kHz, mono, 128 kbit/s 48 kHz, stereo, 384 kbit/s
		This 'profile' is valid for the whole PCMCIA card. Changing the profile of a card will result in a warning, followed by the deletion of the entire audio file on the card.
Mod. detect level	Off -6dBu -12dBu -18dBu	Sets the input level at which recording will automatically start from recording pause mode.
Mod. detect offdelay	1 sec 3 sec 10 sec 30 sec never off	Sets the duration of the silent period after which recording will automatically stop.
Faderstart	On Off	Switches Faderstart on and off for the MIC/LINE 2 fader. This is also used to start the TAKE during Voice-Over (see page 70).

7.5 PC-CARDS menu

Restore original	This function will undo all editting and will result in one TAKE with all the original audio in it.
Clear card	Erases entire flashcard.
Re-init card	Erases, and if necessary re-formats the card.
Revive defective card	Low level format of the pc-card. This requires a longer time then re-initializing.

Both 'Re-init card' and 'Revive defective card' commands will require you to specify an initialization format, comparable to 'Mode' in the audio settings menu.

It is advisable to format cards and adjust the audio settings in a manner compatible with the ISDN mode you will select later.

7.6 COMMUNICATION menu

Select live port		Select between two different ways to make a live connection
	Int. ISDN TA	(EURO)-ISDN connector on the rear side for: Live-MPEG connection, ISDN-telephone connection, DATA-connection with the NewsRoom-PC (combined with the COM1 connector)
	Ext. COM2 port	Use an external TA or satellite set, connected to a X.21 connector (COM2) for a non-EURO ISDN line (USA/Japan) or satellite connection. Only for Live-MPEG connection.
COM1 speed	38k4 19k2 9600 4800 2400 1200	Speed of the COM1 port FOR DATA-connections (see page 64)
COM1 settings	8N1 7E2 8E1 8O1 8N2	Settings of the COM1 port FOR DATA-connections (see page 64)

7.7 MISCELLANEOUS menu

Set sleeptimer	Inactive 3 min 10 min 30 min 60 min	Sets the waiting time in minutes before the ReporterMate automatically switches to the SLEEP mode. Count down begins after the last user interaction.
Set offtimer	Inactive 3 min 10 min 30 min 60 min	Sets the waiting time in minutes before the ReporterMate automatically turns off. Count down begins the moment the SLEEP mode is entered.
Set backlight	Always off 3 sec 10 sec 30 sec 60 sec Always on	Sets the waiting time in minutes before the display backlighting automatically turns off (if internal batteries are used). Count down begins after the last user interaction.

Set LCD contrast		Sets the contrast of the LCD display between 12 and 30. The default value is 16.
Cue play time	1 sec 2 sec 3 sec 4 sec 5 sec	Sets the length of the audio fragment to be heard when setting CUE-IN and CUE-OUT points.
Beep level	Low Medium High	Sets the volume of the warning tones.
Batt. capacity	4000 mAh 3500 mAh 3000 mAh 2500 mAh 2000 mAh	You can specify the capacities of the internal batteries here (as indicated on the batteries themselves). The 'BATT' indication is based on this setting.
Batt. efficiency	90% 85% 80% 75% 70% 60%	This value may differ depending on the brand of battery. The 'BATT' indication depends on this setting.

7.8 Maintenance mode

Audio inputs	See 7.3, but now all settings are saved for next startup
Audio settings	See 7.4, but now all settings are saved for next startup
PC-cards	See 7.5
Communication	See 7.6, but now all settings are saved for next startup
Miscellaneous	See 7.7, but now all settings are saved for next startup
Maintenance Passwd	Change the password to get into the maintenance mode. Default password is 0000

© 1999 - Reportermate

7.9 Complete menu structure

AUDIO INPUTS	Mic1 sensitivity	High (-60dB) Medium (-40dB) Low (-20dB)
	Mic2 sensitivity	High (-60dB) Medium (-40dB) Low (-20dB)
	Mono / stereo (for use without memory card)	Mono Stereo
	Analog / digital input	Analog Digital

AUDIO SETTINGS	Monitor out select	ISDN / PLAY Local inputs
	Mode / Quality	Mn. 24M 064 Mn. HiFi 48M 192 St. 48J 128 St. HiFi 48S 256 48M 064 48M 128 48S 384
	Mod. detect level	Off -6dBu -12dBu -18dBu
	Mod. detect offdelay	1 sec. 3 sec. 10 sec. 30 sec. never off
	Faderstart	On Off
PC-CARDS	Restore original	
	Clear card	
	Re-init card	Mn. 24M 064 Mn. HiFi 48M 192 St. 48J 128 St. HiFi 48S 256 48M 064 48M 128 48S 384
	Revive defect card	Are you sure??

© 1999 - Reportermate

COMMUNICATION	Select live port	Int. ISDN TA Ext. COM2 port
	COM1 speed	38k4 19k2 9600 4800 2400 1200
	COM1 settings	8N1 7E2 8E1 8O1 8N2

MISCELLANEOUS	Set sleeptimer	Inactive 3 min. 10 min. 30 min. 60 min.
	Set offtimer	Inactive 3 min. 10 min. 30 min. 60 min.
	Set backlight	Always off 3 sec. 10 sec. 30 sec. Always on
	Set LCD contrast	12..30
	Cue play time	1 sec. 2 sec. 3 sec. 4 sec. 5 sec.
	Beep level	Low Medium High
	Batt. Capacity	4000 mAh 3500 mAh 3000 mAh 2500 mAh 2000 mAh
	Batt. efficiency	90% 85% 80% 75% 70% 60%

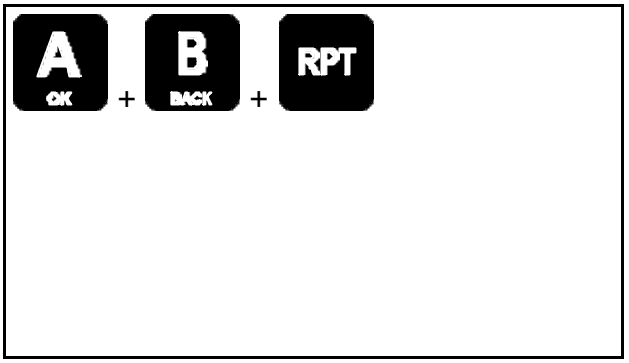
© 1999 - Reportermate

MAINTENANCE MODE	Audio inputs	Mic1 sensitivity
		Mic 2 sensitivity
		Mono / stereo
		Analog / digital input
	Audio Settings	Monitor out select
		Mode / Quality
		Mod. detect level
		Mod. detect offdelay
		Faderstart
	PC-cards	Restore original
		Clear card
		Re-init card
		Revive defect card
	Communication	Select live port
		COM1 speed
		COM1 settings
	Miscellaneous	Set sleeptimer
		Set offtimer
		Set backlight
		Set LCD contrast
		Cue play time
		Beep level
		Batt. Capacity
		Batt. efficiency
	Maintenance Passwd	Enter new Password:

7.10 Key combinations

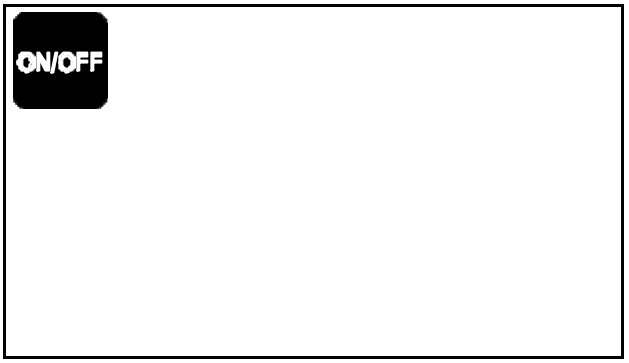
Reboot

The ReporterMate reboots if you select the key combination A + B + RPT simultaneously.



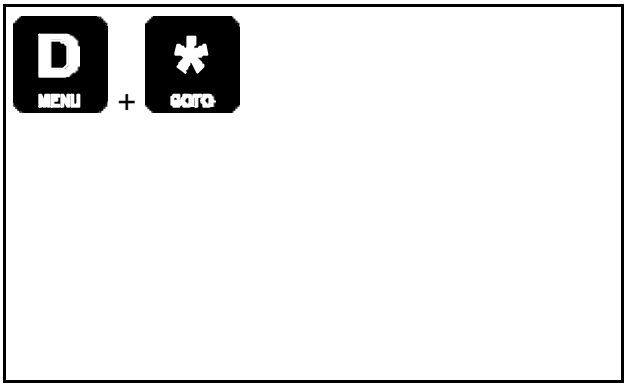
Hard reset

When all else fails, pressing the ON/OFF button for about 5 seconds can reset the ReporterMate.



Lock/Unlock keyboard

Select [D=MENU] followed by the "*" key to lock or unlock the keyboard.



© 1999 - Reportermate

7.11 Profiles

Profiles are pre-programmed settings, which help you make a manual connection. By choosing the appropriate profile, you don't have to worry about which interface to use for the connection, what coding protocol, what IP-address (with an FTP transfer) etc. Programming these profiles (addressbook entries 121 and onwards) can be done with the ReporterMate Manager tool, which is explained in 'Annex 1: The Manager software tool' on page 93. The default profiles are:

Live MPEG 24	Use this profile for a live audio connection using the internal ISDN interface, mono, 64kbit/s and 24kHz sampling. It will give you an audio bandwith of approx. 11kHz.
Live MPEG 48	Use this profile for a live audio connection using the internal ISDN interface, mono, 64kbit/s and 48kHz sampling. It will give you an audio bandwith of approx. 8kHz.
Live phoneline	Use this profile together with the PSTN adapter cable to make connections through an analogue telephone network.
FTP ISDN You/Com	Use this profile for a file transfer using a PCMCIA ISDN card to You/Com's demo FTP server.
FTP modem You/Com	Use this profile for a file transfer using a PCMCIA modem card to You/Com's demo FTP server.
FTP GSM You/Com	Use this profile for a file transfer using a PCMCIA GSM card to You/Com's demo FTP server.

© 1999 - Reportermate

8 Annex 1: The Manager software tool

The Manager program is needed to create an upgrade disk on a computer in order to update or change the software and/or addressbook on the ReporterMate by use of the PCMCIA card.

An upgrade disk is created when changes are made (e.g. bug fixes) in the current software version of the ReporterMate, or when the addressbook needs to be changed. A software version has a version number with an extra code. Make sure to insert a PCMCIA memory card in the PC before starting up this utility.

The latest software version of the ReporterMate can be downloaded from the website (www.youcom.nl).

Application Parts Window

In the Application Parts of the Manager the following options can be checked in order to create an initialisation disk or upgrade disk for the ReporterMate.

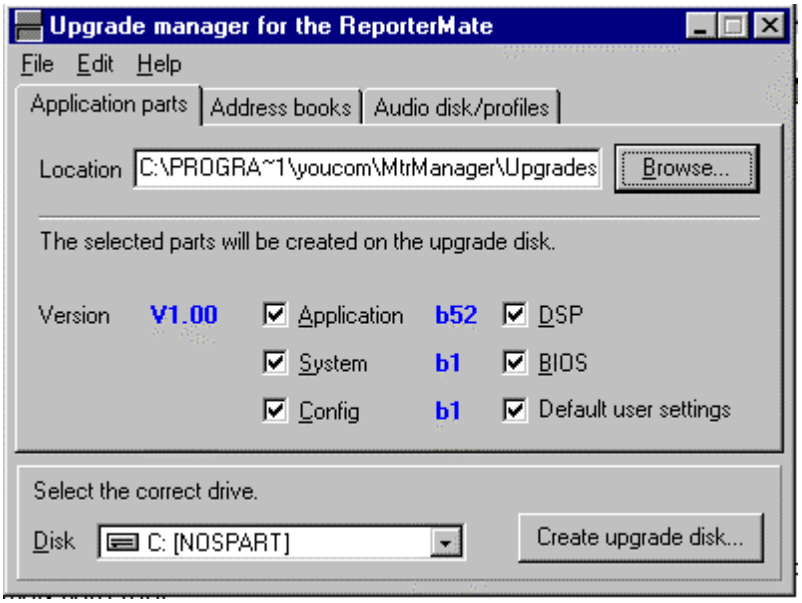
Step1 Make sure the correct Location of the source files is displayed or browse on your network.

Step2 Check the Version number and click the desired options that must be created on the upgrade disk. **Please Note** that you only check the 'Default user settings' box if you want the address books and audio profiles created by you to be overwritten! The address book and/or audio profiles that must be included (or not) have to be checked in their respective windows

Step3 Choose the correct drive for the PCMCIA disk to be created and press the Create upgrade disk (this can be started in each part of the program).

Step4 The settings that are included on the disk are displayed for a final checkup. If OK, press START to create the upgrade disk.

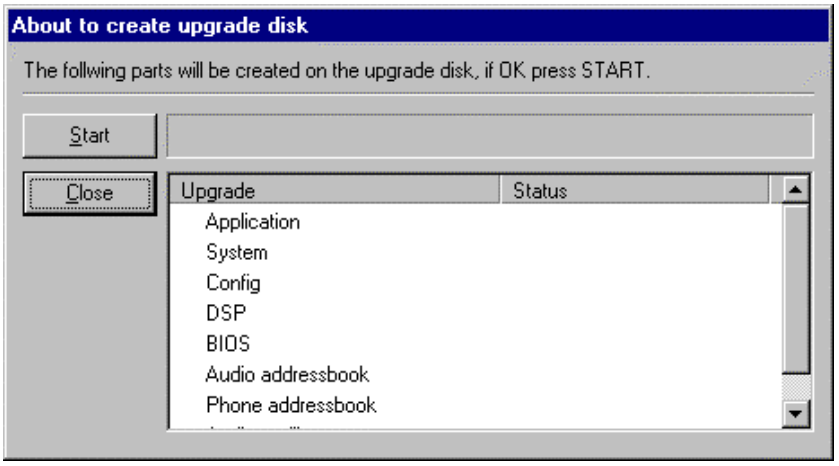
In the ReporterMate Manager you must select which upgrades you want to make at the “Application parts” tab in the MTR Manager. It is possible to make an initialisation upgrade with the default (old) user settings. In case the default settings can be overwritten, select the “Include audio addressbook” and/or “Include Profiles” options in their respective tabs.



Creating an upgrade disk

Make sure to insert a PCMCIA memory card in the PC before starting up this utility. After the settings have been set correctly and all the options to be created on the upgrade disk are checked, choose the correct drive path. Press the button CREATE UPGRADE and the following screen appears:

All the selected options to be included are displayed in the list. This is the final possibility to check if everything is set properly. If a change should be made, press the CLOSE button and the program returns to the former screen without having performed the action.



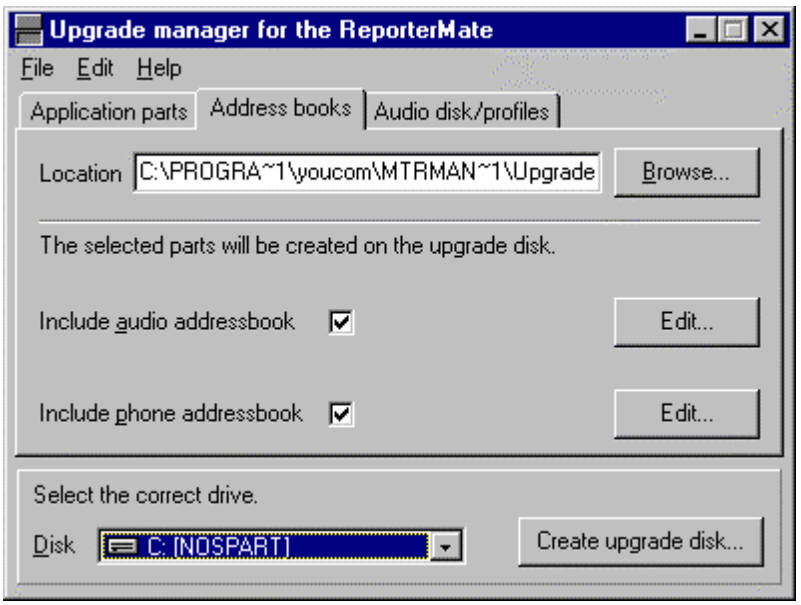
If everything is set OK, press the START button to start the creation of the upgrade disk. As soon as this is done, a message will appear on the screen and the PCMCIA disk may be taken from the drive and labelled.

© 1999 - Reportermate

Address Books

In this part of the Manager program the address books for audio and phone can be edited and selected to be included on the upgrade disk to be created. If the new address and/or phone book must be included than check the boxes.

First select the directory where the new addressbook and phonebook are located.



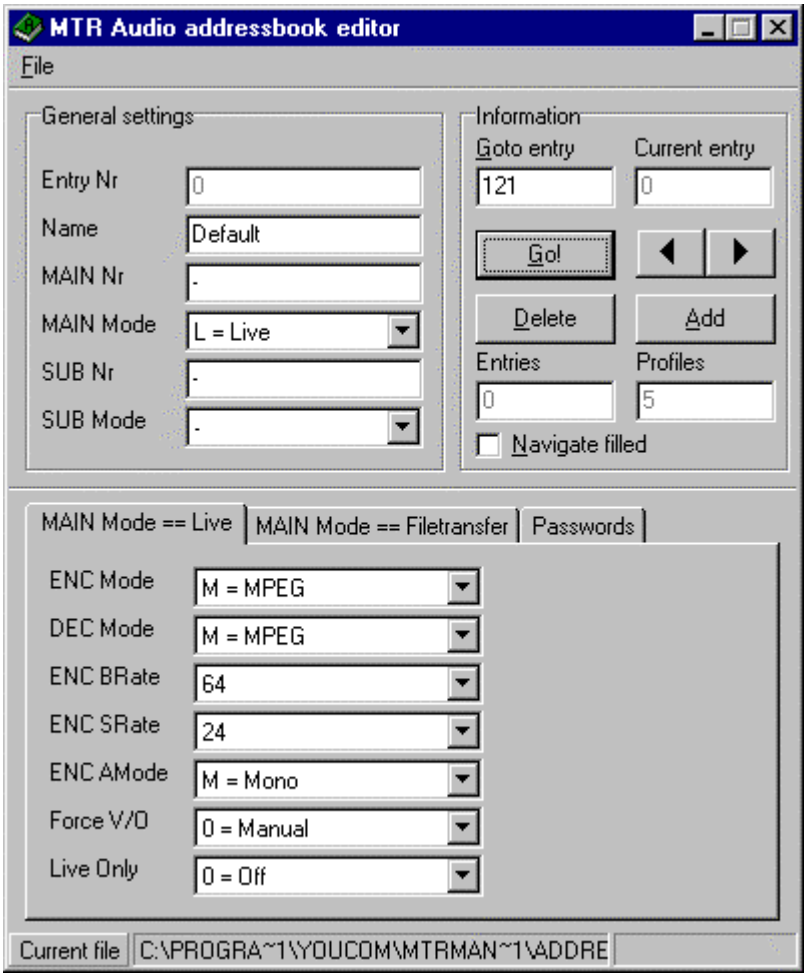
The addressbook contains the following sections:

Entry	Function
0	default address which can not be altered
1-99	user definable addressbook entries, which can be selected on the ReporterMate aftre CALL AUDIO, ADDRESSBOOK
100	this address number is not allowed to enter, since it is used for the LAST entry
121-140	dialing profiles, which enable you to use the right settings when making a manual call with CALL AUDIO, MANUAL

The addressbook editor

The addressbook editor has the following sections:

Information
General Settings
MAIN Mode=Live Tab
MAIN Mode=FTP Tab
Passwords Tab



The section **INFORMATION** contains information on the addressbook database and ways to scroll through the address book.

GOTO ENTRY	enter the number that you wish to go to and press GO!
CURRENT ENTRY	displays the number that is currently displayed
< >	go to the previous or next entry
DELETE	removes the current entry
ADD	returns to an empty address to be added
ENTRIES	the total amount of addresses entered in the address book
PROFILES	the total amount of profiles entered in the address book on positions 121-140
NAVIGATE FILLED	Let's you only scroll through the field that are filled with an entry.

© 1999 - Reportermate

The section **GENERAL SETTINGS** contains:

Entry Nr	number for each entry (also shown on the ReporterMate)	
Name	the name of this destination (max. 16 characters)	
MAIN nr	the ISDN number for the AUDIO channel (ISDN-MPEG, or PSTN)	
MAIN Mode	the type of communication for this destination	
	L=Live mode	realtime connection using ISDN or X.21
	F=Filetransfer	non-realtime connection
	P=External Phone	analog connection using the PSTN adapter cable
SUB nr	the ISDN number for the second channel	
SUB Mode	the function of the second channel:	
	C= G.711	for feedback with telephone from studio to reporter
	T=Telephone	for separate telephone call next to the AUDIO call
	D=Data	for separate datacommunication call

The lower section has 3 tabs. The left one is intended for entries where you have selected ‘live’ in the MAIN mode field. The two other ones can be used to enter the data which is required for ‘file transfer’ mode.

MAIN Mode == LIVE Tab:

ENC Mode	The algorithm used by the encoder	
	M=MPEG	send MPEG layer II to studio
	G=G.722	send G.722 to studio
DEC Mode	The algorithm used by the decoder	
	M=MPEG	receive MPEG layer II from studio
	G=G.722	receive G.722 from studio
	1=G.711	receive G.711 from studio (in main channel)
ENC Brate	The bitrate setting of the codec	
ENC Srate	The samplerate setting of the encoder. Available are 16, 24, 32 or 48	
ENC Amode	The mode of the encoder on ISDN is M=Mono. S= Stereo can be used on higher bitrates on the X.21 interface	
Force V/O	0=Manual	mode is set by selecting it on the ReporterMate.
	1=Force ON	mode is turned on automatically
	2=Force OFF	mode is turned off automatically
Live Only	0=OFF	play out during connection allowed
	1=ON	play out during connection not allowed

MAIN Mode == Filetransfer Tab:

Medium	The type of communication needed for the transfer I=ISDN using a PCMCIA ISDN card (AVM) M=Modem using a PCMCIA modem card E=Ethernet using a PCMCIA Ethernet card G=GSM using a PCMCIA GSM card
IP Address	The IP address of the FTP Server you want to send the audio to.
SA IP	The IP address of the ReporterMate is assigned by the Remote Access Server (Server Assigned IP)
Own IP	If the IP address for the ReporterMate is not assigned by server, a valid IP address must be entered here.
Description	general description of the contents of this audio file
Originator	a string of character identifying the reporter who recorded the audio
OriginatorRef	a string of character identifying the type of equipment (e.g. ReporterMate and its serial number)

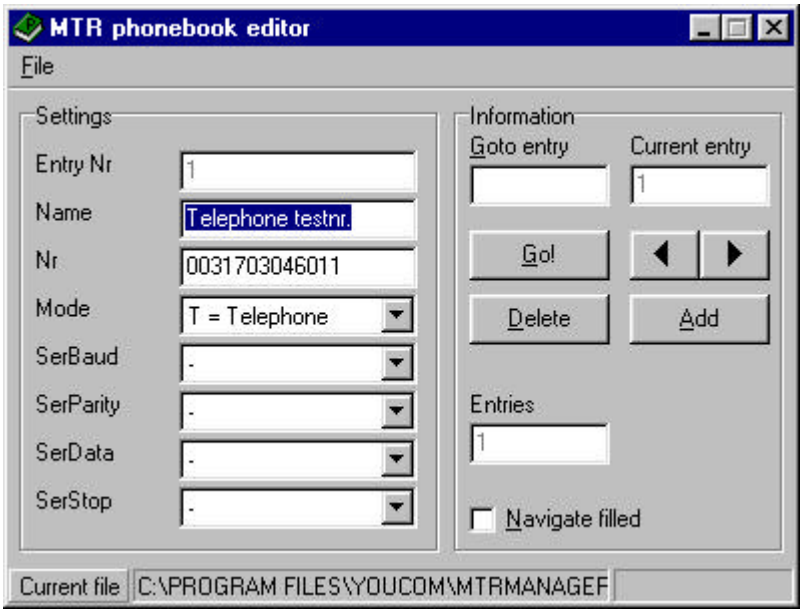
Passwords Tab:

Dialin Username	The user-ID required for entering the Remote Access Server
Dialin Password	The password required for entering the Remote Access Server
FTP Username	The user-ID required for entering the FTP Server
FTP Password	The password required for entering the FTP Server

© 1999 - Reportermate

The Phonebook editor

The phonebook editor consists of a section Settings and a section Information.



The section **Settings** contains:

Entry Nr	number for each entry (also shown on the ReporterMate)
Name	the name of this destination (max. 16 characters)
Nr	the phone number
Mode	the type of communication for this destination
	T=Telephone make a standard telehone call
	D=Datacomm make a dataconnection between the PC connected to COM1 on the ReporterMate and the called PC
SerBaud	the baudrate settings for the datacommunication mode.
SerParity	the parity setting for the datacommunication mode.
SerData	the data setting for the datacommunication mode.
SerStop	the stopbit setting for the datacommunication mode

The section **Information** contains information about the phonebook database and ways to scroll through the address book.

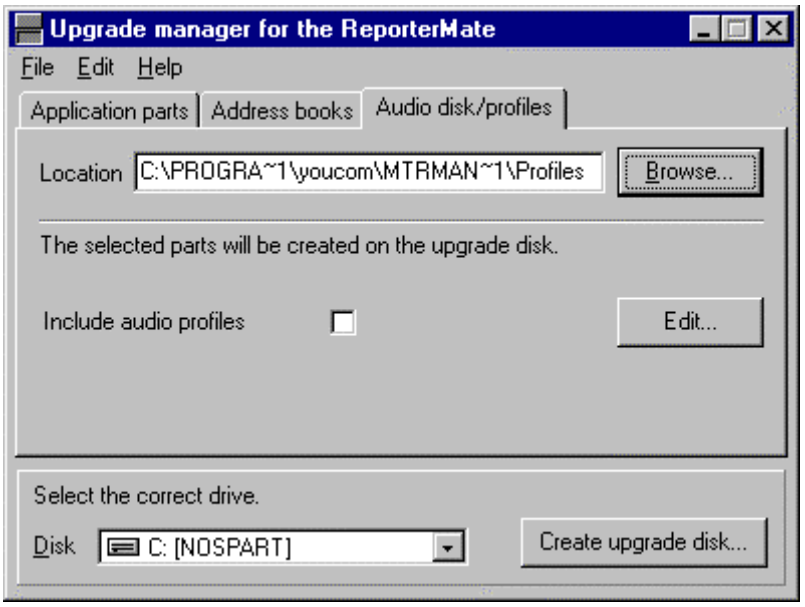
Current entry	displays the number that is currently displayed
Goto entry	enter the number that you wish to go to and press GO!
< >	scroll through the phonebook
Delete	removes the current entry
Add	steps to the first available empty entry
Entries	the total amount of phone numbers entered in the phonebook
Navigate filled	Let's you only scroll through the field that are filled with an entry.

Audio/Disk and Profiles Window

This function is not yet implemented!!

In this part of the Manager program the audio profiles can be edited and selected to be included on the upgrade disk to be created. If the new audio profiles must be included than check the boxes.

First select the correct location for the NEW/default for the audio disk profiles to be included.



© 1999 - Reportermate

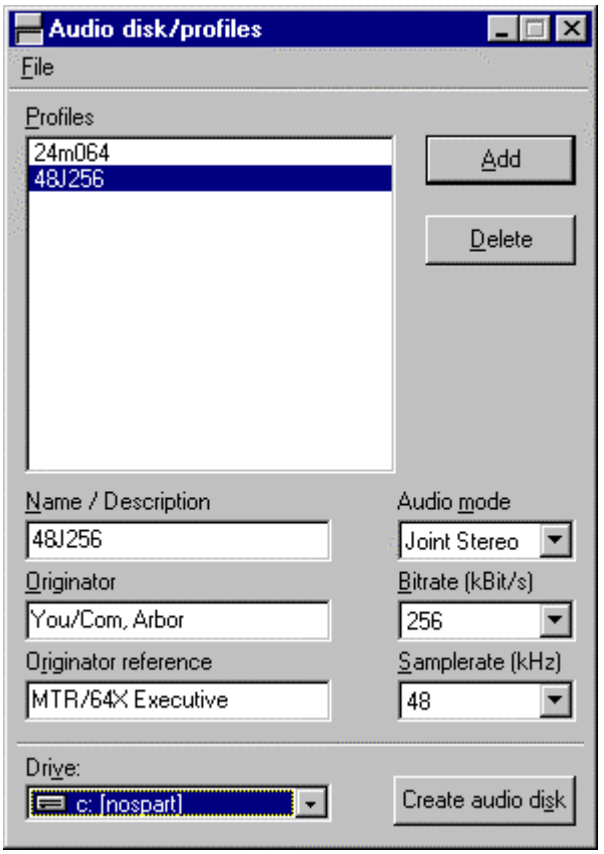
The audio disk/audio modes window

This function is not yet implemented!!

This section will enable you to create preconfigured flash cards and to change the options (audio modes) you get in the ReporterMate for initialising the cards locally.

The section underneath **Audio modes** displays the contents (all entries) of the audio modes.

The button ADD is used to add another audio mode.
The button DELETE is used to delete the currently selected audio mode.



The following fields have the following meaning:

Name/Description:	Enter a name for the audio mode to be entered
Originator:	The name of the person/company/owner who first created the audio
Originator reference:	A reference text concerning the original recording
Audio Type:	The setting for the audio type of this audio mode: Mono, Stereo, Joint Stereo, Dual Channel
Bitrate (kbit/s):	The bitrate setting for this audio mode: 64, 128, 192, 256, 384
Samplerate (kHz):	The sample rate setting for this audio mode 24, 32, 48

© 1999 - Reportermate

9 Annex 2: ReporterMate Downloader

The ReporterMate Downloader allows you to view the contents of your ReporterMate memory card and export single takes to your desktop PC or your local area network.

Installation

Run the installation file, which you can download from www.youcom.nl and follow further instructions.

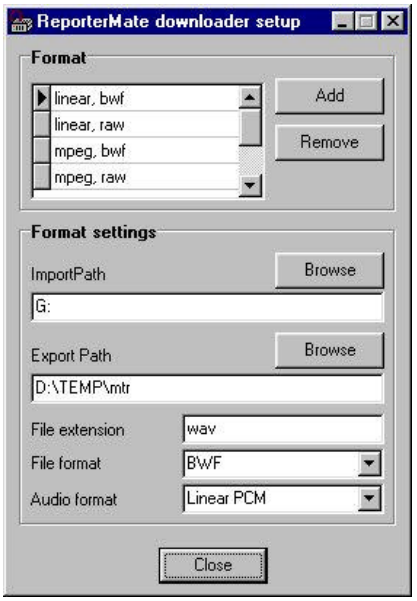
Setup

To set up the Downloader, you must start it and click [Setup] in the main window.

- Select one of the preset formats you wish to change, or make your own new one with the [ADD] option.

The default presets are:

- linear, bwf: export file will be linear audio with the BWF header of the original ReporterMate file
- linear, raw: export file will be linear audio without any header
- mpeg, bwf: export file will be MPEG Layer II audio with the BWF header of the original ReporterMate file
- mpeg, raw: export file will be MPEG Layer II audio without any header



- Select the (import) path where the audio file from the ReporterMate's memory card can be found.
- Select the (export) path to which the converted audio is to be sent to for further processing by the Broadcast Automation System. The exported files will be called TAKE01.WAV, TAKE02.WAV etc.
- Select the desired extension for the exported files.
- Select to convert the export audio to Lineair (PCM) audio or to leave the audio format unchanged.
- Select the file header format of the exported audio files: BWF or RAW (no header)

Example: If you want to create a format "DigAss" for the David editor, you would have to enter:

Audio format:	unchanged	(leave in the MPEG LayerII format)
File format:	raw	(older versions don't support BWF)
File extension	SND	(or other)
Export Path	D:\temp\mtr	(the place you wish the converted files to appear)

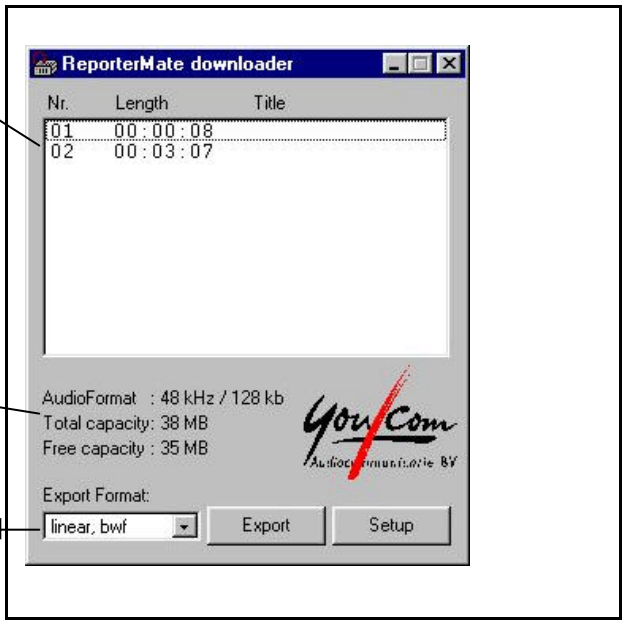
Using the program

After starting the program, the main window will appear.

The program shows all the takes that are available on the card in your PCMCIA drive. The takenumer (01 .. 99), audiolength and title are shown. The title will only contain a title if this has been entered on the ReporterMate.

Below the takelist, the program shows the audioformat of the inserted disk, the total capacity and the amount of free space.

Different export setups (preset in the setup screen) can be selected for each export action.



You can now select one or more takes, choose an export format from the lower drop-down box and click export. The program will retrieve the files from the ReporterMate's memory card (import format), convert them to the required format (export format) and store them in the desired location (export path). After a successful export a small window appears, to inform the user about the result.

10 Index

accessories, 18
  optional, 18
  other, 12
  standard, 18
add, 96; 99
addressbook
  editor, 96
addressbook editor, 96
addressbooks, 95
adjustments (setting), 13
alkaline, 16
application, 93
arrow keys, 77
audio outputs, 11
audio transfer, 67
  certain takes, 69
  'live' with Voice-Over, 71
  PLAYLIST, 70
  raw audio, 68
auto-answer, 79

BATT indication LED, 16
batteries
  alkaline, 16
  compartment, 16
  duration, 16; 17
  external, 17
  internal, 16
  non-rechargeable, 16
battery symbol, 16
buzzer on/off, 79

cables, 12
car battery, 17
completely erase, 46
condenser microphones, 20; 79
connection
  disconnect, 51
  establish, 49
controls, 10
CUE-IN, 27; 29; 35
CUE-OUT, 27; 29; 36
current entry, 96; 99
CUT, 40

data, 97
date, 79
dec mode, 97
definitions, 27
DEL, 27; 31
delete, 96; 99
description, 98
dialin password, 98
dialin username, 98
disconnect
  AUDIO, 55
  PHONE, 58
display, 19
downloader, 103
dynamic microphones, 20; 79

edit screen, 28
editing, 27
enc amode, 97
enc brate, 97
enc mode, 97
enc srate, 97
entries, 96; 99
entry nr, 97; 99
extension, 103
external phone, 97

filetransfer, 97; 98
find a selection, 34
force V/O, 97
formatting, 46
fragment, 28
front side, 10
FTP, 61
FTP connection
  dialing from the addressbook, 62
  last number dialed, 62
  manual dial, 62
FTP password, 98
FTP username, 98

© 1999 - Reportermate

G.711, 97
goto entry, 96; 99

hard reset, 90
header, 103

input, 11
INS, 27; 31; 36
IP address, 98
ISDN, 49; 56
ISDN connection
  as only channel, 56
  as second channel, 52
  dialing from the address book (AUDIO), 51
  dialing from the phonebook (PHONE), 57
  last number dialed (AUDIO), 50
  last number dialed (PHONE), 56
  live AUDIO, 49
  manual dial (AUDIO), 50
  manual dial (DATA), 64
  manual dial (PHONE), 57
  PC connection (DATA), 64
ITEM, 28

key combinations, 90

line input, 20
linear, 103
LIST, 30
live mode, 97
live only, 97
live via PSTN, 52
LOCAL/CUE, 67

main mode, 97
main nr, 97
main screen, 28
Mains power, 16
Maintenance mode, 84
manager software, 51; 54; 62; 91; 93
marker, 27
marker key, 22
markers, 32
  GOTO, 32
  navigate, 32
  placement, 22
  placement while listening, 32
  remove, 33
medium, 98
menu, 77
menu screen, 28
MIC/LINE 1, 21
MIC/LINE 2, 21
microphone input, 19
mode, 99
MPEG, 15
MTR, 6

name, 97; 99
navigate filled, 96; 99
NEXT, 34
NiCd, 16
NiMH, 16
nr, 99

original audio, 29
originator, 98
originatorref, 98
output, 11
own IP, 98

password, 84
passwords, 98
PAUSE, 22
PCMCIA cards, 14
  slots, 14
phonebook, 95
Phonebook
  editor, 99
phonebook editor, 99
PLAYLIST, 27
  compilation, 41
power supply, 16
PREV, 34
profiles, 95; 96
PSTN, 52
PSTN connection
  dialing from the address book, 54
  last number dialed, 53
  manual dial, 53
  manual dial (DATA), 64

QSET, 78
quick settings, 78

rear side, 11
reboot, 90
record voice-over, 23
Record Voice-Over:, 73
recording, 19
  level adjustment, 21
re-initialise card, 46
return signal, 67
RPT, 28

SA IP, 98
select keys, 9
selection, 28; 29
send (audio files), 61
serbaud, 99
serdata, 99
serparity, 99
serstop, 99
SKIP, 40
SLEEP, 17
  automatic, 18
  exit, 18
  function, 17
slots (PCMCIA cards), 14
softkeys, 12; 77
starters package, 18
structure (of this guide), 6
sub mode, 97
sub nr, 97
switch on (ReporterMate), 19

TAKE, 27; 29
  add to PLAYLIST, 43
  GOTO, 34
  name change, 30
  rearrange in PLAYLIST, 42
  remove from PLAYLIST, 42
  remove from TAKELIST, 31
  to link up, 44
TAKELIST, 27; 29
telefoneren via ISDN
  als enige kanaal, 58
telephone, 97
telephone conversation, 24
telephone via ISDN
  as only channel, 56
  as second channel, 52
time, 79
time feedback, 19
top side, 9
transcoding, 73

unlock keyboard, 90
upgrade disk, 94

verbinding ISDN
  laatstgekozen nummer (PHONE), 59; 60; 70
  telefoneren als enige kanaal, 58
Voice-Over, 71
  record, 23
  recording, 73
  transcoding, 73

© 1999 - Reportermate